



## **City of Keene Planning Board**

### **AGENDA**

**Monday, January 22, 2024                      6:30 PM                      City Hall, 2<sup>nd</sup> Floor Council Chambers**

- I. **Call to Order** – Roll Call
- II. **Election of Chair, Vice Chair, & Steering Committee**
- III. **Minutes of Previous Meeting** – December 18, 2023
- IV. **Final Vote on Conditional Approvals**
- V. **Extension Requests**
  1. **SPR-897, Modification #1 & SWP-CUP-04-21 – Site Plan & Surface Water Conditional Use Permit – U-Haul of South Keene, 472 Winchester St** – Applicant Fieldstone Land Consultants, on behalf of owner Amerco Real Estate Company, requests a first extension to the deadline to achieve active and substantial development for the Site Plan & Surface Water CUP applications, SPR-897 Modification #1 1 & SWP-CUP-04-21, for the renovation of two existing buildings, the construction of a ~12,175 sf building, and the installation of ~28,900 sf of pre-fabricated storage units on the new U-Haul of South Keene site at 472 Winchester St (TMP #115-020-000). The parcel is 7.38 ac and is located in the Industrial District.
  2. **SPR-790, Modification #1 – Site Plan – Summit Packaging Addition** – Applicant Keach-Nordstrom Associates Inc., on behalf of owner Summit Packaging Systems LLC, requests a first extension to the deadline to satisfy the precedent conditions of approval for the Site Plan application, SPR-790 Modification #1, for the construction of a ~6,400 sf addition to the existing ~6,250 sf Summit Packaging Systems building and associated site modifications. The parcel is 1.98 ac and is located in the Industrial District.
- VI. **Public Hearings**
  1. **SPR-03-19, Modification #3 – Site Plan – Keene Mini Storage New Building, 678 Marlboro Rd** - Applicant SVE Associates, on behalf of owner Keene Mini Storage LLC, proposes to construct a ~5,200 sf climate-controlled storage building on the property at 678 Marlboro Rd (TMP #241-107-000). The parcel is 9.5 ac and is located in the Industrial District.

2. **PB-2024-01 – Surface Water Protection Conditional Use Permit – 186 Gunn Rd** - Applicants and owners Ashley & Peter Greene request a reduction in the Surface Water Protection buffer from 75' to 30' to allow for the future subdivision and development of the parcel at 186 Gunn Rd (TMP #205-013-000). The parcel is 11 ac and is located in the Rural District.

**VII. Master Plan Update**

**VIII. Staff Updates**

- a. Overview of Administrative and Minor Project approvals issued in 2023.
- b. Capital Improvement Program
- c. Project naming conventions

**IX. New Business**

**X. Upcoming Dates of Interest**

- Joint Committee of the Planning Board and PLD – February 12<sup>th</sup>, 6:30 PM
- Planning Board Steering Committee – February 13<sup>th</sup>, 11:00 AM
- Planning Board Site Visit –February 21<sup>st</sup>, 8:00 AM – To Be Confirmed
- Planning Board Meeting – February 26<sup>th</sup>, 6:30 PM

1 **City of Keene**  
2 **New Hampshire**

3  
4  
5 **PLANNING BOARD**  
6 **MEETING MINUTES**  
7

8 **Monday, December 18, 2023**

**6:30 PM**

**Council Chambers,  
City Hall**

**Members Present:**

Harold Farrington, Chair  
Emily Lavigne-Bernier  
Roberta Mastrogiovanni  
Armando Rangel  
Ryan Clancy  
Kenneth Kost, Alternate (Voting)

**Staff Present:**

Jesse Rounds, Community Development  
Director  
Mari Brunner, Senior Planner

**Members Not Present:**

David Orgaz, Vice Chair  
Mayor George S. Hansel  
Councilor Michael Remy  
Randyn Markelon, Alternate  
Gail Somers, Alternate  
Tammy Adams, Alternate

9  
10 **I) Call to Order**  
11

12 Chair Farrington called the meeting to order at 6:30 PM and a roll call was taken.  
13

14 **II) Minutes of Previous Meeting – November 13, 2023 & November 27, 2023**  
15

16 November 13 Meeting Minutes: Ryan Clancey recused himself from approving the November 13  
17 minutes as he was not present. A motion was made by Roberta Mastrogiovanni that the Planning  
18 Board approve the November 13, 2023 meeting minutes. The motion was seconded by Emily  
19 Lavigne-Bernier and was unanimously approved.  
20

21 November 27 Meeting Minutes: Chair Farrington offered the following correction - Line 251 –  
22 change the word “driveway” to “crosswalk.”  
23

24 A motion was made by Roberta Mastrogiovanni that the Planning Board approve the November  
25 27, 2023 meeting minutes as amended. The motion was seconded by Emily Lavigne-Bernier and  
26 was unanimously approved.  
27  
28

29 **III) Final Vote on Conditional Approvals**

30

31 The Chairman stated this is a standing agenda item. As a matter of practice, the Board issues a  
32 final vote on all conditionally approved plans after all of the “conditions precedent” have been  
33 met. This final vote will be the final approval and will start the 30-day appeal clock.

34

35 Ms. Brunner stated there is one application that is ready for final approval tonight. It is a boundary  
36 line adjustment application for the properties at 26 Prospect Street and 361 Court Street - S-04-23.  
37 There were four conditions of approval: (1) Submittal of four full size paper copies, Mylar copies  
38 and a digital copy of the final plan; (2) The owner’s signature appears on the plan; Submittal of a  
39 check to cover the cost of recording fees; Inspection of lot monuments by the Public Works  
40 Director or their designee to ensure that the monuments have been set. All conditions have been  
41 met.

42

43 A motion was made by Roberta Mastrogiovanni that the Planning Board issue final site plan  
44 approval for S-04-23. The motion was seconded by Emily Lavigne-Bernier and was unanimously  
45 approved.

46

47 **IV) Adoption of 2024 Meeting Schedule**

48

49 Ms. Brunner noted to the Board that the December meeting in 2024 falls on December 23<sup>rd</sup> and  
50 asked if the Board wanted to move up the meeting by a week to December 16<sup>th</sup>. Mr. Clancy felt  
51 that would be a better change, Mr. Rangel agreed. It was agreed that the December 2024 meeting  
52 would be changed to the 16<sup>th</sup>.

53

54 A motion was made by Roberta Mastrogiovanni that the Planning Board approve the 2024 meeting  
55 schedule as amended. The motion was seconded by Emily Lavigne-Bernier and was unanimously  
56 approved.

57

58 **V) Master Plan Steering Committee – Continued Discussion**

59

60 Ms. Brunner reminded the Board that this project has been planned in the City’s Capital  
61 Improvement Program for a number of years. It was initially scheduled to start a few years ago but  
62 was delayed due to several factors, such as COVID. She stated her presentation tonight has three  
63 parts. The first part is explaining the Planning Board’s role, the second would be the timeline and  
64 process, and the third would be the process to nominate the individuals for the Steering Committee.

65

66 Ms. Brunner stated a Master Plan is a long-range planning document that serves as a guide for  
67 citywide growth and development, as well as major capital investments. It is also the foundation  
68 or the basis for public policy, including zoning and land use decisions. There are two mandatory  
69 sections of the Master Plan. The first is a vision section and the second is a land use section. Those  
70 are the only two sections that are required under state law. Having a Master Plan with those two  
71 sections is a prerequisite for having things like a zoning ordinance, creating a historic district, or  
72 having a Capital Improvement Program. In addition to those two mandatory sections, there are 15  
73 optional sections outlined in the state RSA, which Ms. Brunner referred to in her PowerPoint  
74 presentation.

75 The state also recommends that a Master Plan be updated every five to ten years. State statute also  
76 outlines the process for adoption.

77  
78 The Master Plan is initially adopted by the Planning Board after a duly-noticed public hearing,  
79 which requires a 10-day notice period. It can be adopted section by section. Amendments and  
80 updates to the Master Plan are adopted following that same process. In Keene, similar to many  
81 other communities in New Hampshire, the Planning Board also refers the plan to the City Council  
82 for their endorsement prior to adoption, which Ms. Brunner noted was an important step. The City  
83 Council implements the Master Plan through the budgeting process.

84  
85 Ms. Brunner went on to say the CIP includes a budget for the Master Plan for two years. The City  
86 is in a pre-project preparation phase, which has two major steps. The first one is the formation of  
87 a project Steering Committee. Ms. Brunner stated originally staff's proposal was that the Steering  
88 Committee members would be nominated by the Planning Board and confirmed by City Council.  
89 Based on feedback staff received from the Planning Board, staff consulted with the City Attorney  
90 and proposed an alternate process whereby they asked individuals to be nominated by the Mayor  
91 with input from the Planning Board Chair and then confirmed by the Planning Board. The City  
92 Attorney felt that this should be a committee of the Planning Board as the role in adopting the  
93 Master Plan lies with the Board. The intention was to have the Steering Committee to start meeting  
94 in January 2024 and their role would be to provide overall direction and guidance on the project.

95  
96 Ms. Brunner went on to say the second task staff has been working on is hiring a consultant,  
97 professional consulting firm, or team of firms to help with all phases of the project. There is a  
98 recommendation for a consultant that will be going to City Council on Thursday.

99  
100 Once the project officially launches, the first phase will be an update to the Keene Community  
101 Vision and an update to the community snapshot. Ms. Brunner explained that the community  
102 snapshot outlines the community's statistics and trends, such as socioeconomic data, demographic  
103 data, public health indicators, housing statistics, etc. The Community Wide Vision is the part of  
104 the project that will involve the most robust public engagement. This work would be completed in  
105 Phase One and the goal is to get this work done in nine months.

106  
107 Phase Two would be the drafting of the Comprehensive Master Plan and the future land use map.  
108 This phase includes drafting and writing the plan, the development of graphics, developing the  
109 future land use map, and creating the final document layout. Ms. Brunner stated during this phase,  
110 the consultant would continue to work with staff, the Steering Committee, and the Technical  
111 Advisory Committee and continue public engagement and communication.

112  
113 The final phase would be adoption, which staff hopes will start in July 2025. The process is for the  
114 Steering Committee to make a recommendation that the Master Plan be adopted. It would then go  
115 to City Council for review and endorsement. The Planning Board would then hold a public hearing,  
116 which would include a 10-day notice, and adopt the Master Plan. This concluded the staff  
117 presentation.

118  
119 Mr. Clancy asked when staff presented this project to the Board in July what the budget for the  
120 project was. Ms. Bruner stated the City Council, through the Capital Improvement Program, had

121 approved \$50,000 for FY24 and \$40,000 in FY25. At this point in time, through the budgeting  
122 process, only \$50,000 has been allocated. Ms. Brunner went on to say that when the City issued  
123 an RFQ for the project in October all of the responses were in the range of \$160,000 to \$175,000.  
124 As a result, staff is requesting that City Council allocate additional funding to this project to  
125 account for that difference in the budget.

126  
127 Mr. Clancy asked what was said in the July meeting that made staff feel that the Board did not  
128 want to be part of the search committee process for the consultant. He pointed out that the search  
129 committee did not have any Planning Board members, which is of concern to him. Ms. Brunner in  
130 response stated that staff followed their typical bidding procedures to form the selection  
131 committee. She stated that typically the process that is followed is to create a selection committee.  
132 More often than not, unless it is a large project, it consists just of staff. However, in this instance,  
133 because this is a large project, the City wanted to include someone from City Council who was  
134 also on the proposed Master Plan Steering Committee.

135  
136 Phil Jones was a proposed member of the Steering Committee when the committee was formed  
137 last September. He was also involved in the Master Plan process in 2010. The selection committee  
138 of five people included the City's Marketing and Communications Director, Rebecca Landry; the  
139 Parks, Recreation and Facilities Director, Andrew Bohannon; the Community Development  
140 Director, Jesse Rounds; Ms. Brunner; and Councilor Jones. Mr. Clancy stated that in July the  
141 Board was told the Steering Committee members would be part of the selection committee, and  
142 does understand the selection of Phil Jones, but noted there is no Steering Committee in place yet.  
143 Hence, questioned what the Board might have said that might have changed staff's nomination  
144 process for the selection committee. Ms. Brunner stated there was nothing indicated by the Board,  
145 and noted that the Steering Committee has not yet been formed and there is someone who is  
146 proposed to be on the Steering Committee who served on this selection committee.

147  
148 Chair Farrington noted there might be one item missing from the project planning process, which  
149 is input from someone regarding expected trends – things we can expect in the future regarding  
150 transportation, energy, etc. Ms. Brunner stated the consultant firm being recommended (called  
151 Future IQ) will focus on trends and what the future will bring.

152  
153 Mr. Kost stated his understanding of the Comprehensive Master Plan is that it is a tool for the  
154 Planning Board to base its decisions on. He asked that the consultant keeps this in mind – a clear  
155 process checklist for the Board to utilize.

156  
157 Mr. Clancy felt \$160,000 seems like a lot for a Master Plan update. He felt there are items on the  
158 current Master Plan that have not yet been accomplished. He felt what is being proposed seems  
159 like a complete overhaul of the Master Plan. He asked what the purpose of the committee was -  
160 will they guide the City through the process or are they supposed to deliver the final result. Ms.  
161 Brunner stated the Steering Committee's role is to guide the process and also what is being  
162 proposed is somewhere between a complete overhaul and an update. She added that the vast  
163 majority of the work the consultant will be doing is the public outreach and updating the snapshot.  
164 Public outreach is about 50% of the cost. She also added that staff does realize that the cost  
165 originally included in the budget is much less than what is being proposed. She noted costs across  
166 the board in all aspects have increased dramatically. Staff did reach out to other communities in

167 the area and their cost for updating their Master Plans were very close to what Keene is proposing.  
168 Ms. Brunner went on to say that if the public engagement component was deleted, the cost could  
169 probably be reduced to around \$120,000, but staff would then not be able to complete the kind of  
170 public engagement the community would be looking for.

171  
172 Ms. Brunner then addressed the Steering Committee. The purpose of the Steering Committee is to  
173 provide guidance to the Planning Board, City staff, and the consultants throughout the course of  
174 the Master Plan update project. There will be regular monthly meeting times for the Steering  
175 Committee and they will also hold meetings as needed. It is expected that the committee will be  
176 asked to weigh in on things like the community engagement plan, ideas for outreach, different  
177 groups that should be brought in, different voices in the community that should be heard from,  
178 feedback on the overall structure or outline of the plan, and provide input on sections of the Master  
179 Plan that need updating.

180  
181 Ms. Brunner stated that from the inception, the proposal was to include a mix of Planning Board  
182 members, City Councilors, and residents as part of the committee. Staff felt it was important to  
183 include both the Planning Board and the City Council, as these are the two bodies that are going  
184 to be voting on this plan. However, staff also wanted to include leaders from the community that  
185 represent different sectors that are important for both current and future City planning. Ms.  
186 Brunner referred to a slide that included a list of the sectors that were considered for inclusion on  
187 the Steering Committee. Staff developed this list in July, and it was shared with the Planning Board  
188 Chair, the Mayor, the City Manager, and the Economic Development Director for their input. As  
189 part of this process, parallel to the Steering Committee, there is also going to be a Technical  
190 Advisory Committee, which is formed by the City Manager that will include City Staff with other  
191 perspectives, such as emergency management, infrastructure, recreation facilities, etc.

192  
193 Once those categories were identified, staff met with the Mayor, the City Manager, and Planning  
194 Board Chair and asked for a list of suggested names and/or institutions. This meeting happened in  
195 August. From September through October, staff started reaching out to different individuals and  
196 invited them to participate. There was a one-page overview sheet given to each person that  
197 explained what the Master Plan was, its importance, the schedule, and what their commitment was  
198 going to be. Staff also had to confirm that any person chosen to serve on the committee was a  
199 Keene resident.

200  
201 The draft roster was shared with the Mayor for approval and then sent to the Planning Board for  
202 its approval. Based on the input received at the last meeting, the Chairman has been working with  
203 the Mayor-Elect to identify individuals to respond to concerns raised last month. Ms. Brunner  
204 stated that the Board has an updated list of members, but noted one correction. Slot 6 lists Mark  
205 Doyon from the Keene State College Facilities Department as being one of the proposed members,  
206 but this individual is now being replaced by Leatrice Oram, the Chief of Staff in the President's  
207 Office. There are now 13 voting members and 4 alternates. The tentative meeting time is the first  
208 Tuesday of each month at 6:30 pm. All Steering Committee meetings will be publicly noticed, the  
209 agenda will be posted, and the public will be able to attend.

210  
211 A motion was made by Roberta Mastrogiovanni that the Planning Board establish a Master Plan  
212 Steering Committee to help guide the City of Keene Master Plan update and appoint the individuals



213 nominated by the Mayor and Planning Board Chair as listed on the memo to the Planning Board  
214 dated December 18, 2023. The motion was seconded by Emily Lavigne-Bernier.

215  
216 Mr. Clancy stated that during the last City elections, the Mayor and Councilor Remy wrote a letter  
217 regarding a conflict of interest and the ethics of the City. Even though there was nothing backing  
218 those accusations in the City Code of Conduct, he felt there is an ethics concern here, which he  
219 felt could help spark the direction the City goes in terms of the representation of this Board.

220  
221 He noted there are six members at the meeting tonight voting on the Steering Committee, four of  
222 whom are nominated to serve on the Steering Committee. Even though it is not in any Robert's  
223 Rules of Order or Bylaws, he felt there is an ethical concern in members voting for themselves.  
224 He felt even though this is a good list, it could have been better and creates an echo chamber that  
225 has been felt in the City for a long time - 5 Planning Board members, 3 councilors, and the Mayor-  
226 Elect being a part of it. He requested that the individuals nominated tonight consider their conflict  
227 of interest in this matter.

228  
229 Ms. Lavigne-Bernier stated she appreciates this viewpoint and agrees it is "odd" to vote for  
230 yourself. However, one issue is that she would not be serving on this Board after tonight, the  
231 second is that she is a Planning Board member, but is also very much a community member and  
232 felt affiliation goes way beyond Planning Board representation. She stated that she does however,  
233 understand the concern.

234  
235 Chair Farrington stated the list before the Board is an improvement, and each month it is revised  
236 it is likely to keep getting better; however, then you run this risk of jeopardizing the timeline for  
237 getting the update completed. He stated that he is comfortable with this list and would like to move  
238 forward with the vote.

239  
240 Mr. Clancy stated he appreciates wanting to move this item forward, but one of his questions is  
241 efficiency versus representation of this community. He noted the three downtown businesses  
242 involved in the Steering Committee are businesses on the same block and felt there could be some  
243 more diversity. With respect to Council representation, he that stated he was surprised Chair Kate  
244 Bosley of the PLD Committee was not on the Steering Committee as she was one of the largest  
245 recipients of votes in the last two elections (at large). She is also a great advocate for the  
246 community and creates great conversation. He stated he was also surprised not to see Pam Russell-  
247 Slack, former Chair of the Planning Board, not being considered as well as Donovan Fenton, who  
248 was not only elected to the State, but also gives us a voice as to what the state is involved in.

249  
250 He stated he understands the desire to move forward – this is a good list, but not the best list. He  
251 also felt 17 members would not be efficient and would end up being too many voices. Mr. Clancy  
252 went on to say in looking at other communities, he did not see any other community exceeding  
253 nine members on the Master Plan Steering Committee. He asked whether the Board could omit  
254 individuals from this list and add people to the list. Mr. Rounds stated the Board could add and  
255 delete individuals as this is the Board's committee. Mr. Clancy went on to say even though Ms.  
256 Lavigne-Bernier is stepping down from the Planning Board that during his Board member  
257 orientation, the City Attorney advised him that if he is in a room with other Planning Board  
258 members and there was a quorum, it could be considered a Board meeting. He felt that with such



259 a large presence of Board members on the committee, it could deter other Board members from  
260 attending group sessions for the Master Plan. He noted that for the 2010 Master Plan update there  
261 was only one current Board member on the Steering Committee.

262  
263 Chair Farrington stated his understanding is the issue with quorum is only when you are talking  
264 about specific proposals that come before the Board, and did not feel what is discussed at a Steering  
265 Committee has the danger of turning into a Planning Board meeting when discussing Master Plan  
266 issues. He added that the Master Plan is the responsibility of the Board and this Steering  
267 Committee is intended to work on that. He went on to say that the Steering Committee can invite  
268 people in at any time and expects that to happen. The Steering Committee will not be discussing  
269 specific applications.

270  
271 Ms. Mastrogiovanni asked whether the Planning Board has the final say. Someone on the Board  
272 or staff answered in the affirmative. Ms. Mastrogiovanni asked the Board to keep in mind that  
273 there are several members on this Planning Board who are also community members and business  
274 owners who are not on the Steering Committee. She agreed that this is a large roster and could  
275 create an issue with Planning Board quorum. However, if the Board does have a final say, the  
276 Board does consist of a good mix of people, and hence she was comfortable in the process. Ms.  
277 Mastrogiovanni added she was not happy with the election process, but felt it was too late to do  
278 anything about it.

279  
280 Mr. Kost felt the purpose of the Steering Committee is to provide guidance; communicate with the  
281 community; obtain information; etc. He stated that he did not feel they would be driving decisions  
282 or pushing down agendas, but instead helping to shape the process. He asked for clarification from  
283 staff. Ms. Brunner agreed and added that staff's goal initially was to have a nine-member  
284 committee. She explained that all individuals staff reached out to agreed to serve on the committee  
285 and after last month's discussion about adding diversity, more people were added to the list. She  
286 added she was not too concerned about the size of the committee and felt that the challenge would  
287 be finding a meeting time. She added that there will be additional outreach and engagement of the  
288 community beyond the Steering Committee and explained that the Committee's role is more  
289 related to guidance.

290  
291 Mr. Clancy noted it is a large committee with half of the membership coming from City  
292 representatives. In addition, he expressed concern about the project cost of \$160,000.

293  
294 Ms. Lavigne-Bernier asked whether Mr. Clancy could see the benefit of her being on the  
295 committee. She stated that for instance, she will not only be a former Planning Board member, but  
296 she is also a business owner and someone who has been advocating for childcare in this community  
297 and has reached out to different sectors to assist with that. She felt that the updated list is much  
298 more diverse.

299  
300 The motion was tabled.

301  
302 Mr. Jay Kahn addressed the Board next and stated he hoped the Board values the updated list. He  
303 and the Chairman have discussed the membership and have added some diversity to address the  
304 concerns raised by the Board last month. He did not feel it should be tabled to update it again. He

305 felt the names on the list would bring value to the discussion. Mr. Kahn stated he sees the end  
306 result as being very collaborative.

307  
308 A motion was made by Roberta Mastrogiovanni that the Planning Board establish a Master Plan  
309 Steering Committee to help guide the City of Keene Master Plan update and appoint the individuals  
310 nominated by the Mayor and Planning Board Chair as listed on the memo to the Planning Board  
311 dated December 18, 2023.

312  
313 The motion was seconded by Emily Lavigne-Bernier and was approved with Mr. Clancy  
314 abstaining from the vote.

315

316 **VI) Staff Updates**

317

318 None

319

320 **VII) New Business**

321

322 None

323

324 **VIII) Upcoming Dates of Interest**

325 • Joint Committee of the Planning Board and PLD – January 8th, 6:30 PM

326 • Planning Board Steering Committee – January 9th, 11:00 AM

327 • Planning Board Site Visit – January 17th, 8:00 AM – To Be Confirmed

328 • Planning Board Meeting – January 22nd, 6:30 PM

329

330 The meeting adjourned at 7:32 pm

331

332 Respectfully submitted by,

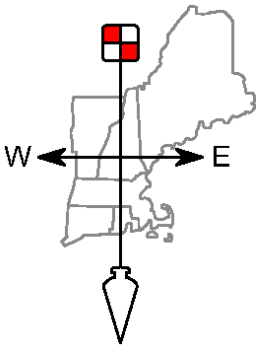
333 Krishni Pahl, Minute Taker

334

335 Reviewed and edited by,

336 Mari Brunner, Senior Planner

337 Megan Fortson, Planning Technician



# FIELDSTONE

Surveying ♦ Engineering  
Land Planning ♦ Septic Designs

LAND CONSULTANTS, PLLC

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www.FieldstoneLandConsultants.com

December 21, 2023

**City of Keene Planning Board**

Attn: Mari Brunner, Senior Planner  
City Hall - 4<sup>th</sup> Floor  
3 Washington Street-  
Keene, NH 0343

**RE: SPR-897**

**U-Haul of South Keene – 472 Winchester Street**

**1<sup>st</sup> Extension Request for Active and Substantial Development**

Dear Planning Board,

Fieldstone Land Consultants, on behalf of U-Haul of South Keene, is hereby submitting this letter to request an extension for completing active and substantial development for this project. The current deadline for this milestone is December 21, 2023 and this request is need due to delays experienced in securing project permitting through FEMA. Due to these delays this project will be completed in two phases and the first phase is currently under construction while the permitting for phase 2 is still in process.

We appreciate your consideration and look forward to addressing any questions that you may have.

Best Regards,

**FIELDSTONE LAND CONSULTANTS, PLLC**

Chad E. Branon, PE  
Project Engineer

January 12, 2024

City of Keene  
Community Development Department  
3 Washington Street  
Keene, New Hampshire 03431

Subject: **SPR-790, Mod #1 – 7 Krif Court, Keene, NH  
Conditional Approval – Extension Request 2  
KNA Project No. 22-0308-3**

Dear Members of the Board,

On January 23, 2023, the Planning Board approved the Summit Packaging Building Addition Site Plan at 7 Krif Court, subject to the completion of conditions imposed during the Planning Board meeting. On July 24, 2023, the Planning Board granted a 6-month extension to the timeframe to satisfy the precedent conditions. On behalf of Summit Packaging Systems, LLC, Keach-Nordstrom Associates, Inc. is requesting a second extension on the Conditional Approval, SPR-790 Mod #1.

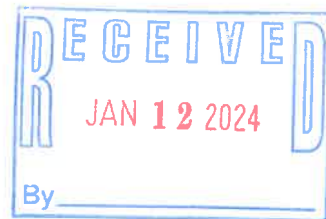
As stated before, as the building design has progressed, initial estimated project costs had significantly increased due to the rising cost of construction materials. Summit Packaging has not moved forward to meet the conditions of the approval, but has been attempting to come up with a plan to move forward with the proposed project. Summit has been meeting with their Architect as well as coordinating with different contractors to determine next best steps. As such, they are requesting the second extension while finalizing how to move forward.

Thank you for your time and consideration. Should you have any questions prior to the next Planning Board meeting, please reach out to us.

Thank you,



Bridget E. Souza, EIT  
Project Engineer  
Keach Nordstrom Associates, Inc.



SPR 790, MOD 1

# STAFF REPORT

## SPR-03-19, MOD. 3 – SITE PLAN REVIEW – KEENE MINI STORAGE EXPANSION #2 – 678 MARLBORO ROAD

### **Request:**

Applicant SVE Associates, on behalf of owner Keene Mini Storage LLC, proposes to construct a ~5,200 sf climate-controlled storage building on the property at 678 Marlboro Rd (TMP #241-107-000). The parcel is 9.5 ac and is located in the Industrial District.

### **Background:**

The subject parcel is an existing 9.5-acre lot located on the north side of NH Rt. 101 (Marlboro Rd) between the intersection with Graves Rd to the east and Thompson Rd to the west. The property is an industrial site containing several buildings used for office, storage, and warehousing uses. An existing fueling station also exists on the property. Keene Mini Storage offers both drive up storage units and climate-controlled storage units and intends to expand the amount of climate-controlled storage with this application.



Fig1: 678 Marlboro Road, outlined in yellow.

The purpose of this application is to construct a free standing 5,200 sf building within the site in order to create additional climate-controlled storage units available to rent. The building will be located adjacent to the existing 10,725 sf climate-controlled storage building. The proposal includes the creation of six additional parking spaces and associated drainage to accommodate the new building and parking area.

### **Determination of Regional Impact:**

After reviewing the application, staff have made a preliminary evaluation that the proposed subdivision does not appear to have the potential for “regional impact” as defined in RSA 36:55. The Board will need to make a final determination as to whether the proposal, if approved, could have the potential for regional impact.

### **Completeness:**

The Applicant requests exemptions from submitting a landscaping plan, lighting plan, traffic analysis, soil analysis, historic evaluation, screening analysis, and an architectural and visual

## STAFF REPORT

appearance analysis. After reviewing each request, staff recommend that the Board grant the requested exemptions and accept the application as “complete.”

### **Departmental Comments:**

None

**Application Analysis:** The following is a review of the Planning Board development standards relevant to this application.

- 20.2 **Drainage:** The plan proposes to install roof drains, stone infiltration strips around the building, and catch basins to capture new stormwater flow generated by the new building. The new catch basins will be tied into the existing underground drainage system on site. The submitted drainage summary states that the proposal will not create any adverse impacts to downstream properties due to stormwater runoff from the proposed improvements. It appears that this standard has been met.
- 20.3 **Sediment & Erosion Control:** The Applicant states in their narrative that silt fence will be installed to contain sediment runoff and the construction contractor will install, monitor, and repair all erosion control measures on a regular basis. The proposed site disturbance will be internal to the property and risk of sediment runoff onto adjacent properties or surface waters is minimal. It appears that this standard has been met.
- 20.4 **Snow Storage & Removal:** The Applicant states in their narrative that there is sufficient snow storage space available on site. It appears that this standard has been met.
- 20.5 **Landscaping:** No new landscaping is proposed with this application. This standard is not applicable.
- 20.6 **Screening:** No new screening is proposed with this application. The proposed building is internal to the site and will be obscured by existing buildings that are closer to the public right of way. This standard is not applicable.
- 20.7 **Lighting:** The plan proposes to install four wall pack lighting fixtures above each door. A 16'x22' canopy is proposed at the main entrance to the proposed building. The canopy will have light fixtures installed underneath that meet this standard. The wall pack fixtures proposed by the Applicant have a Color Rendering Index (CRI) of 70 where greater than 70 is required by this standard. A condition of approval related to the submittal of a wall pack cutsheet that meets this standard is suggested below.
- 20.8 **Sewer & Water:** The proposed building will not have water and sewer service. This standard is not applicable.
- 20.9 **Traffic & Access Management:** The Applicant states in their narrative that mini storage units are very low traffic generators. Vehicle counts can be tracked and estimated from gate openings, which is done automatically. Based on the existing site utilization, the Applicant estimates that there are less than 10 vehicles accessing the upper-level storage units on any given weekday. That number increases to 20 vehicles on Saturday. The Applicant estimates that the proposal will increase weekday vehicles to 15 and Saturday vehicles to 25.



## STAFF REPORT

City Engineering staff requested that the Applicant contact NHDOT to see if they had concerns about the increase in site access off NH Rt. 101. NHDOT stated in an email that they had no concerns related to the proposal. They did note that the site's state-issued driveway permit should be updated. The email from NHDOT is included in the packet for this application.

The proposal includes the addition of four regular parking spaces and two accessible parking spaces for a total of six new parking spaces for the new building. Bollards are proposed to act as vehicle stops at the end of each parking space. The associated drive aisle is of sufficient width to accommodate the new parking spaces. A 5 ft walking path is provided between the parking spaces, the existing building, and the proposed building in order to provide a protected walkway between the new parking spaces and the proposed building. It appears that this standard has been met.

- 20.10 Filling & Excavation: The Applicant states in their narrative that fill will be used to create the building platform and slopes. Site access for the property is from NH R. 101 and traffic impacts due to the hauling of fill will not adversely impact the surrounding area. It appears that this standard has been met.
- 20.11 Surface Waters & Wetlands: The Applicant states in their narrative that the proposal will not impact existing surface waters and there are no wetlands located on the property. The property is exempt from NHDES Shoreland Protection regulations due to its historically built-up nature, and the proposed new building and site modifications are located outside the 30-ft surface water protection buffer. It appears that this standard has been met.
- 20.12 Hazardous & Toxic Materials: The Applicant states in their narrative that there will not be any hazardous or toxic materials stored on site. It appears that this standard has been met.
- 20.13 Noise: The Applicant states in their narrative that the proposed expansion of the existing mini storage operation will not generate any new noise. It appears that this standard has been met.
- 20.14 Architecture & Visual Appearance: The Applicant states in their narrative that the proposed architectural appearance of the new building will match the existing climate control storage building on site. The proposed building will have corrugated metal walls with a metal rigid awning over the main entrance. The building will be 80 ft wide, and the awning will be 22 ft wide.

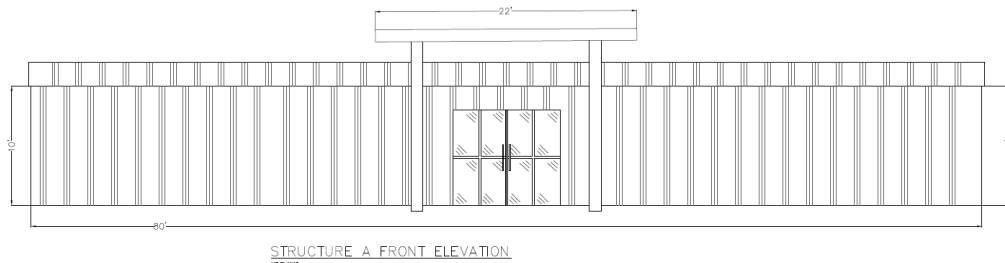


Fig2: Front elevation



# STAFF REPORT

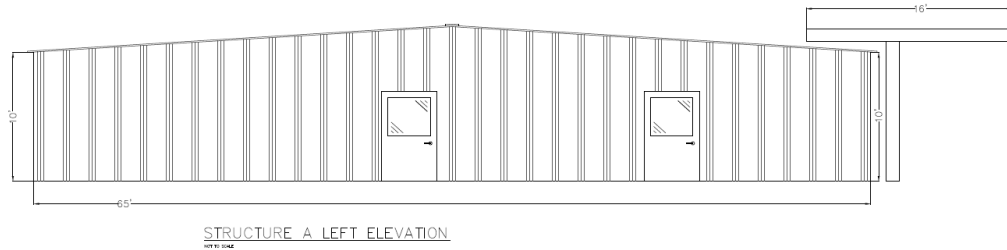


Fig2: Left elevation

Section 20.14.3.E states that, “A cohesive visual character shall be maintained within a development through the use of coordinated hardscape (e.g. paving materials, lighting, outdoor furniture, etc.) and landscape treatments.” The Board will need to determine if this standard has been met.

## **Recommended Motion:**

If the Board is inclined to approve this request, the following motion is recommended:

**“Approve SPR-03-19, Mod. 3, as shown on the plan identified as “Keene Mini Storage Expansion 2023/2024” prepared by SVE Associates at a scale of 1 in. = 20 ft. dated December 18, 2023 and the architectural elevations prepared by SVE Associates with no scale dated December 18, 2023 with the following conditions:**

1. **Prior to final approval and signature by the Planning Board Chair, the following conditions precedent shall be met:**
  - A. **Owner’s signature appears on the plan set.**
  - B. **Submittal of security for sedimentation and erosion control and “as built” plans in a form and amount acceptable to the City Engineer.”**
  - C. **Submittal of a revised lighting cut sheet for wall packs with a CRI of greater than 70 and a revised drainage summary with the P.E. stamp on it.**
  - D. **Submittal of five full-size paper copies and one digital copy of the final plan.**
2. **Subsequent to final approval and signature by the Planning Board Chair, the following conditions shall be met:**
  - A. **Prior to the commencement of site work, the Community Development Department shall be notified when all erosion control measures are installed and the Community Development Director, or their designee, shall inspect the erosion control measures to ensure compliance with this site plan and all City of Keene regulations.”**



# City of Keene, NH Site Plan Application

If you have questions about how to complete this form, please call: (603) 352-5440 or email: [communitydevelopment@keenenh.gov](mailto:communitydevelopment@keenenh.gov)

## SECTION 1: PROJECT INFORMATION

<b>PROJECT NAME:</b> Keene Mini Storage Expansion #2		<b>TYPE OF APPLICATION BEING SUBMITTED:</b>	
<b>PROJECT ADDRESS(ES):</b> 690 Marlboro Rd		<input checked="" type="checkbox"/> MAJOR PROJECT APPLICATION <input type="checkbox"/> MINOR PROJECT APPLICATION	
<b>EXISTING OR PREVIOUS USE:</b> Mini Storage		<b>PROPOSED USE:</b> Mini Storage	
<b>GROSS FLOOR AREA OF NEW CONSTRUCTION</b> (in square feet) 5,200		<b>GROSS FLOOR AREA OF EXISTING BUILDINGS/STRUCTURES</b> (in square feet) 139,608	
<b>AREA OF PROPOSED NEW IMPERVIOUS SURFACES</b> (in square feet) 6,058		<b>TOTAL AREA OF LAND DISTURBANCE</b> (in square feet) 20,000	

## SECTION 2: CONTACT INFORMATION

PROPERTY OWNER	APPLICANT
<b>NAME/COMPANY:</b> Keene Mini Storage LLC	<b>NAME/COMPANY:</b> SVE Associates
<b>MAILING ADDRESS:</b> 690 Marlboro Rd Keene, NH 03431	<b>MAILING ADDRESS:</b> PO Box 1818 Brattleboro Vt, 05302
<b>PHONE:</b> (603) 357-2666	<b>PHONE:</b> (802) 257-0561
<b>EMAIL:</b> J.Ellis.Robertson@HotMail.com	<b>EMAIL:</b> robhitchcock55@outlook.com
<b>SIGNATURE:</b>	<b>SIGNATURE:</b>
<b>PRINTED NAME:</b> James F. Robertson	<b>PRINTED NAME:</b> Rob Hitchcock

AUTHORIZED AGENT (if different than Owner/Applicant)	FOR OFFICE USE ONLY:
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<b>NAME/COMPANY:</b>	<b>TAX MAP PARCEL #(s):</b> 241-107-000-000-000	
<b>MAILING ADDRESS:</b>	-----	
<b>PHONE:</b>	<b>PARCEL SIZE:</b> 9.5 ac	<b>DATE STAMP:</b> 
<b>EMAIL:</b>	<b>ZONING DISTRICT:</b> Industrial	
<b>SIGNATURE:</b>	<b>PROJECT #:</b> SPR-03-19, Mod. 3	
<b>PRINTED NAME:</b>		

## SECTION 3: APPLICATION SUBMISSION REQUIREMENTS

**A COMPLETE APPLICATION MUST INCLUDE THE FOLLOWING ITEMS. APPLICATION MATERIALS MUST BE SUBMITTED BOTH PHYSICALLY & DIGITALLY AS OUTLINED IN THE ATTACHED DOCUMENTS.**

- **Email:** communitydevelopment@keeneh.gov, with "Planning Board Application" in the subject line
- **Mail / Hand Deliver:** Community Development (4th Floor), Keene City Hall, 3 Washington St, Keene, NH 03431

The submittal requirements for Planning Board applications are outlined further in **Article 20** and **Article 25.12** of the [Land Development Code \(LDC\)](#). You may request an exemption from providing any of the items below, except the application fee, notice list, narrative, and mailing labels. The Community Development Director may grant an exemption, if it is determined that the scope of the project does not warrant the submittal.

*Note: Additional information may be requested by the respective decision-making authority during the review process.*

### GENERAL SUBMITTAL REQUIREMENTS

**CERTIFIED NOTICE LIST** (See **Attachment A** for more information.)

**2 SETS OF MAILING LABELS** (See **Attachment A** for more information.)

**PROJECT NARRATIVE** (See **Section 1 of Attachment B** for more information.)

**FEES:** Fill in the information below to calculate the total fee.

\$250 base fee  
 \$0.05 per-sf of new construction x 5200 sf of new construction  
 \$62 legal ad fee  
 ~~\$4.98~~ current USPS certified mailing rate x ~~18~~ <sup>14</sup> abutters  
 = ~~\$636.75~~ (TOTAL FEE) \$641.72

**NOTE:** Please call the Community Development Department for the current certified mailing rate. Checks should be made payable to the *City of Keene*. Credit card payments are accepted in-person or by calling 603-352-5440.

**WAIVERS** (See **Section 2 of Attachment B** for additional information.)

- WAIVER(S) REQUESTED**  
 **NO WAIVER(S) REQUESTED**

PLAN SETS (See Attachment C for additional information.)	SUBMITTED	EXEMPTION REQUESTED
LOCATION MAP OF PROPOSED IMPROVEMENTS	X	
EXISTING CONDITIONS PLAN	X	
PROPOSED CONDITIONS PLAN	X	
GRADING PLAN	X	
LANDSCAPING PLAN		X
LIGHTING PLAN		X
ELEVATIONS	X	
TECHNICAL REPORTS (See Attachment C for additional information.)	SUBMITTED	EXEMPTION REQUESTED
DRAINAGE REPORT		X
TRAFFIC ANALYSIS		X
SOIL ANALYSIS		X
HISTORIC EVALUATION		X
SCREENING ANALYSIS		X
ARCHITECTURAL & VISUAL APPEARANCE ANALYSIS		X
OTHER REPORTS / ANALYSES		X

## Project Narrative

### Keene Mini Storage Expansion 2023/2024 SVE Project 2505A

November 9, 2023

Keene Mini Storage is proposing a 5,200 sf expansion of their storage building operation off Rt 101. The addition will be very much the same as that constructed 5 years ago, only half the size. There is no new curb cut, no water or sewer connection, no new parking proposed, no dumpster, no landscaping, and no new pole mounted lighting. There will be a covered canopy over the primary entry doors so clientele can load/unload under shelter.

The site today is a mix of stone, gravel, dirt, and weeds. Stormwater from the upper level existing pavement runs down the stoned slope where the proposed building will sit so we will be installing catch basins and routing stormwater around the proposed new storage units, discharging to the ground surface. There is no discharge to City drainage systems and no direct discharge to the river. There is no measurable increase in stormwater runoff as a result of this proposal.

Mini storage units are very low traffic generators. Vehicle access counts can be estimated from gate openings which are automatically tracked. On a typical weekday there are less than 10 cars per day accessing the upper level storage units. That number rises to 20 vehicles accessing units on a Saturday. Those numbers can be expected to increase once the proposed units are installed to less than 15 vehicles on a weekday and 25 vehicles on a Saturday. Access is available between 6am and 9pm.

This property was exempted by the City from NHDES Shoreland regulations due to the extensive amount of past land disturbance.

## SVE Associates

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Engineering \* Surveying \* Landscape Architecture \* Planning  
439 West River Road, P.O. Box 1818, Brattleboro, VT 05302 Phone: (802) 257-056

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## **Development Standards Narrative**

### **Keene Mini Storage Expansion**

SVE Project # K2505A

November 9, 2023

2. **Drainage:** There will not be an increase in stormwater runoff. See attached narrative.
3. **Sedimentation/ Erosion Control:** Silt fence will be used to contain sediment runoff. The Contractor is to install, monitor, and repair erosion control measures on a regular basis.
4. **Snow Storage and Removal:** Snow will be stored on-site.
5. **Landscaping:** Not applicable.
6. **Screening:** No new screening is planned.
7. **Lighting:** There will be wallpaks under the canopy and at the 4 side doors, as required by Code.
8. **Water and Sewer:** The building will not be served by water or sewer.
9. **Traffic and Access Management:** There will be a minimal increase in traffic on Route 101. Most vehicle trips will not occur during peak traffic hours. See attached narrative. We have not prepared a traffic study.
10. **Filling and Excavation:** There will be fill required to form the building footprint platform and slopes.
11. **Surface Waters and Wetlands:** There are no impacts to surface waters; there are no wetlands on-site.
12. **Hazardous and Toxic Materials:** There will not be any hazardous or toxic materials stored onsite.
13. **Noise:** There is no noise expected from this project.
14. **Architecture and Visual Appearance:** The new building will be the same style as the existing mini storage buildings onsite. See attached photo.

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### **SVE Associates**

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Engineering \* Surveying \* Landscape Architecture \* Planning  
439 West River Road, P.O. Box 1818, Brattleboro, VT 05302 Phone: (802) 257-0561 Fax (802) 257-0721



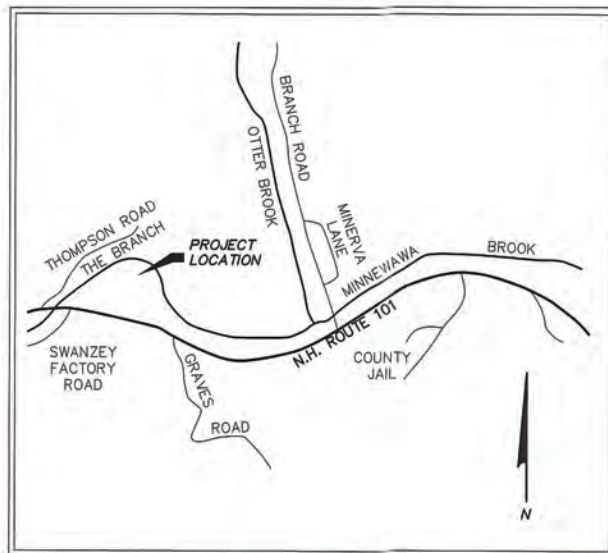
# KEENE MINI STORAGE EXPANSION 2023/2024

690 MARLBORO ST. KEENE, NEW HAMPSHIRE 03431

OWNER:

## KEENE MINI STORAGE LLC

690 MARLBORO ST.  
KEENE, NEW HAMPSHIRE 03431



LOCUS  
NOT TO SCALE

SVE Project #: K2505A

PREPARED BY

Civil Engineer:

**SVE Associates**

439 West River Road

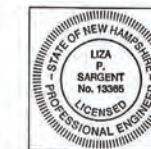
P.O. Box 1818

Brattleboro, Vermont 05302

PHONE (802) 257-0561

### INDEX OF PLANS

- N-1 NOTES AND LEGEND
- S-1 EXISTING CONDITIONS
- C-1 SITE PLAN
- C-2 CONSTRUCTION DETAILS
- D-1 PRE-DEVELOPMENT DRAINAGE PLAN
- D-2 POST-DEVELOPMENT DRAINAGE PLAN
- E-1 ELEVATIONS



*Liza P. Sargent* 1/5/24

LIZA P. SARGENT DATE  
R.C.E. NUMBER: 13365

JANUARY 5, 2024



**GENERAL CONSTRUCTION NOTES:**

1. THE CONTRACTOR SHALL CALL DIG-SAFE, AT 1-888-344-7233 AT LEAST 72 HOURS BEFORE THE START OF EXCAVATION.
2. THE CONTRACTOR IS EXPECTED TO BE AWARE OF AND COMPLY WITH ALL PERMITS AND PERMIT CONDITIONS.
3. ALL TRENCHING, EXCAVATION, SHEETING, SHORING, ETC. SHALL COMPLY WITH THE MOST CURRENT OSHA REGULATIONS.
4. THE CONTRACTOR SHALL NOTIFY SVE ASSOCIATES IF FIELD CONDITIONS VARY FROM THAT SHOWN ON THE PLAN(S). THE CONTRACTOR'S WORK SHALL NOT VARY FROM THE PLAN(S) UNLESS SO AUTHORIZED BY SVE ASSOCIATES.
5. ALL WORK SHALL BE COMPLETED IN ACCORDANCE WITH SITE PLANS AND SPECIFICATIONS PROVIDED OR IN ACCORDANCE WITH NH DEPT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION, LATEST EDITION.
6. IN CASE OF CONFLICTS, THE MOST STRINGENT INTERPRETATION OF THE PLANS, SPECIFICATIONS, LOCAL OR STATE REGULATIONS, OR PERMIT CONDITIONS SHALL APPLY. THE ENGINEER SHALL BE THE DETERMINANT AS TO WHAT APPLIES.
7. ALL KNOWN SUBSURFACE UTILITIES AND STRUCTURES HAVE BEEN INDICATED ON THE PLAN(S) AS ACCURATELY AS POSSIBLE. THE EXACT LOCATION MAY VARY AND THE CONTRACTOR IS CAUTIONED TO PROCEED WITH CARE.
8. CONTRACTOR SHALL VERIFY ALL BENCH MARKS, INVERTS, PIPES AND STRUCTURES ELEVATIONS PRIOR TO START OF WORK. IMMEDIATELY NOTIFY SVE ASSOCIATES IF THE FIELD INFORMATION DOES NOT MATCH PLAN INFORMATION.
9. THE OWNER WILL PROVIDE BENCH MARKS AND CENTERLINE STAKEOUT. THE CONTRACTOR WILL BE RESPONSIBLE FOR ALL OTHER LAYOUT AND FOR REPLACEMENT OF LAYOUT COMPLETED BY THE OWNER.
10. CONTRACTOR SHALL PROVIDE A FULL SET OF AS-BUILT DRAWINGS TO THE OWNER WITH SWING TIES OR COORDINATES, LOCATING ALL VALVES, FITTINGS, CORPORATIONS, STRUCTURES, PIPES, ETC. THE AS-BUILTS SHALL INDICATE MATERIALS, PIPE LENGTHS INSTALLED, ALL INVERTS, AND ALL STRUCTURE ELEVATIONS. ACCEPTANCE OF THE WORK IS SUBJECT TO ACCEPTANCE OF THE AS-BUILTS BY THE ENGINEER AND OWNER.
11. MONUMENTATION THAT HAS BEEN DISTURBED SHALL BE RESET BY A NEW HAMPSHIRE LICENSED LAND SURVEYOR AT NO COST TO THE OWNER.
12. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL DE-WATERING AT NO ADDITIONAL COST TO THE OWNER.
13. ALL CASTINGS AND VALVE BOXES SHALL BE SET FLUSH IN PAVEMENT AND WALKS, UP 0.1 FEET IN VEGETATED SURFACES.
14. ALL SURFACES SHALL BE GRADED TO DRAIN.
15. THE CONTRACTOR SHALL RESTORE ALL DISTURBED SURFACES TO THEIR ORIGINAL CONDITION OR BETTER. ALL NEW AND EXISTING PIPES AND STRUCTURES SHALL BE CLEANED. ALL SIGNS SHALL BE REPLACED. ALL DAMAGED VEGETATION SHALL BE REPLACED.

**SEDIMENT AND EROSION CONTROL:**

1. INSTALL ALL SEDIMENT & EROSION CONTROL MEASURES IN ACCORDANCE WITH MANUFACTURER'S DIRECTION OR DETAILS PROVIDED. PERIMETER CONTROLS MUST BE INSTALLED PRIOR TO EARTH MOVING OPERATIONS.
2. THE CONTRACTOR IS RESPONSIBLE FOR ALL EROSION CONTROL. HE SHALL TAKE ALL MEASURES NEEDED TO MINIMIZE EROSION TO THE GREATEST EXTENT POSSIBLE, AT NO ADDITIONAL COST TO THE OWNER, REGARDLESS OF DETAIL SHOWN ON THESE PLANS.
3. CONTRACTOR SHALL INSPECT AND REPAIR ALL SEDIMENT AND EROSION CONTROL MEASURES DAILY WHILE UNDER CONSTRUCTION, THEN AFTER EACH RAINFALL OF 0.5" IN 24 HOURS AND NOT LESS THAN ONCE A WEEK THEREAFTER UNTIL ALL UPHILL SOILS ARE WELL STABILIZED.
4. SEED, FERTILIZE & MULCH ALL FINISH GRADED AREA WITHIN 72 HOURS OF FINISH GRADING. ROADWAY STABILIZED W/IN 72 HOURS OF ACHIEVING FINISH GRADE.
5. SEDIMENT CONTROLS AND/OR SILT FENCES SHALL BE REPLACED WHEN CLOGGED AND NO LONGER FUNCTIONAL.
6. SEDIMENT CONTROLS AND/OR SILT FENCES SHALL REMAIN IN PLACE UNTIL ALL UPHILL VEGETATED AREAS ARE STABILIZED.
7. ALL SOIL STOCKPILES SHALL BE SEEDED AND MULCHED IF LEFT IN PLACE MORE THAN 21 DAYS.
8. ALL SOIL SLOPES STEEPER THAN 3:1 SHALL BE COVERED WITH EROSION CONTROL FABRIC, S150 FROM NORTH AMERICAN GREEN OR APPROVED EQUAL.
9. STABILIZE ALL DRAINAGE SWALES, BASINS, BERMS, AND DITCHES PRIOR TO DIRECTING RUNOFF TO THEM.
10. CONTRACTOR SHALL IMMEDIATELY REPAIR OR REPLACE SEDIMENT AND EROSION CONTROLS AS REQUESTED BY THE ENGINEER.

**PROJECT SPECIFIC NOTES:**

1. ALL STORM DRAINS TO BE HIGH DENSITY SMOOTH BORE POLYETHYLENE, HANCOR OR APPROVED EQUAL, U.N.O.
2. ALL AREAS TO BE VEGETATED SHALL RECEIVE A MINIMUM OF 6" OF LOAM, SEED AND MULCH. IF PLANS OR SPECIFICATIONS HAVE CONFLICTING DEPTHS OF LOAM, 6" OF LOAM SHALL BE THE PREVAILING DEPTH USED.
3. SEEDING OF ALL DISTURBED AREAS SHALL BE COMPLETED NOT LATER THAN OCTOBER 15TH.
4. SEEDING OF ALL FINISHED AREAS SHALL BE COMPLETED NOT MORE THAN 72 HOURS AFTER FINISH GRADING.
5. STABILIZATION OF ALL WORK AREAS SHALL BE COMPLETED NOT MORE THAN 45 DAYS FOLLOWING THE START OF WORK.
6. BROOM, WASH AND APPLY TACK COAT TO BASE PAVEMENT PRIOR TO WEAR COURSE PLACEMENT.

**SEQUENCE OF WORK:**

THE SEQUENCE OF WORK SHALL BE FOLLOWED WITHIN EACH PHASE OF THE PROJECT. AT NO TIME OR PLACE SHALL PROJECT PHASING SUPERCEDE SOUND SEDIMENT AND EROSION CONTROL PLANING.

1. INSTALL SILT FENCE IN ACCORDANCE WITH MANUFACTURER'S DIRECTIONS, IN LOCATIONS DETAILED ON THIS PLAN OR AS ORDERED BY THE ENGINEER.
2. INSTALL SILT SACK AROUND EXISTING CATCH BASIN.
3. ROUGH GRADE SITE AND REMOVE EXISTING CHAIN LINK FENCE WHERE NEEDED.
4. CONSTRUCT NEW MINI STORAGE FOUNDATION.
5. FINE GRADE SITE AROUND THE NEW MINI STORAGE BUILDING.
6. SAW CUT AND REMOVE PAVEMENT IN LOCATIONS SPECIFIED ON THIS PLAN OR AS ORDERED BY THE ENGINEER.
7. GRADE THE BASE MATERIAL TO DRAIN TO PROPOSED CATCH BASINS AS SPECIFIED ON THIS PLAN.
8. INSTALL PROPOSED CATCH BASINS IN THE LOCATIONS SPECIFIED ON THIS PLAN.
9. RE-PAVE AREAS THE PAVEMENT WAS REMOVED FOR GRADING WITH DEPTH OF ASPHALT TO MATCH EXISTING.
10. INSTALL NEW CHAIN LINK FENCING AS SPECIFIED ON THIS PLAN.
11. INSTALL BOLLARDS IN PARKING AREA AND STRIPE PROPOSED PARKING SPACES AS PROPOSED ON THIS PLAN.
12. LOAM AND SEED DISTURBED AREAS, STABILIZE SLOPE(S) WITH MATTING WHERE SPECIFIED.
13. REMOVE SILT FENCE AND SILT SACK AFTER ALL UPHILL SOILS ARE STABILIZED.

**A.D.A. ACCESSIBILITY NOTES:**

ALL CONSTRUCTION SHALL COMPLY WITH DEPARTMENT OF JUSTICE 28 CFR PART 36, A.D.A. STANDARDS FOR ACCESSIBLE DESIGN. THIS INCLUDES, BUT IS NOT LIMITED TO THE FOLLOWING REQUIREMENTS:

- PARKING SPACES AND ACCESS AISLES:**
1. PARKING SPACES AND ACCESS AISLES SHALL HAVE SURFACE SLOPES NOT EXCEEDING 1:50 (2%) IN ANY DIRECTION.
  2. MINIMUM PARKING SPACE WIDTH SHALL BE 8 FT.
  3. MINIMUM ACCESS AISLE WIDTH SHALL BE 5 FT (8 FT. FOR VAN ACCESSIBLE SPACES).
  4. ACCESSIBLE SPACES SHALL BE DESIGNATED AS RESERVED BY A SIGN SHOWING THE SYMBOL OF ACCESSIBILITY. VAN ACCESSIBLE SPACES SHALL BE FURTHER DESIGNATED AS SUCH BY APPROPRIATE SIGNAGE.
- ACCESSIBLE ROUTES:**
5. AT LEAST ONE ACCESSIBLE ROUTE SHALL BE PROVIDED FROM PUBLIC TRANSPORTATION STOPS, A.D.A. PARKING, PASSENGER LOADING ZONES, AND PUBLIC STREETS OR SIDEWALKS, TO AN A.D.A. BUILDING ENTRANCE.
  6. AT LEAST ONE ACCESSIBLE ROUTE SHALL CONNECT A.D.A. ACCESSIBLE BUILDINGS, ACCESSIBLE ELEMENTS AND FACILITIES (MAILBOXES, TRASH RECEPTACLES, COMMON AREAS), AND A.D.A. PARKING THAT ARE ON THE SAME SITE.
  7. MAXIMUM SLOPE OF SURFACES ADJACENT TO AN ACCESSIBLE ROUTE SHALL NOT EXCEED 1:20 (5%).
  8. CURB RAMP FLARES SHALL NOT EXCEED A SLOPE OF 1:12 (8.33%).
  9. MAXIMUM CROSS-SLOPE ALONG ANY PORTION OF THE ACCESSIBLE ROUTE SHALL NOT EXCEED 1:50 (2%).
  10. TRANSITIONS FROM RAMP AND WALKS SHALL BE FLUSH AND FREE OF ABRUPT CHANGES.
- RAMPS:**
11. ANY PART OF AN ACCESSIBLE ROUTE WITH A SLOPE GREATER THAN 1:20 (5%) SHALL BE CONSIDERED A RAMP.
  12. THE LEAST POSSIBLE SLOPE SHALL BE USED FOR ANY RAMP.
  13. MAXIMUM SLOPE OF ANY RAMP SHALL BE 1:12 (8.33%).
  14. MAXIMUM RISE OF ANY RAMP SHALL BE 30 IN. ANY RAMP HAVING A RISE GREATER THAN OR EQUAL TO 6 IN. SHALL HAVE AT LEAST ONE HANDRAIL.
  15. RAMPS SHALL HAVE LEVEL LANDINGS AT BOTTOM AND TOP. LANDINGS SHALL BE AS WIDE AS THE RAMP AND AT LEAST 60 IN. LONG.
  16. OUTDOOR RAMPS AND THEIR APPROACHES SHALL BE DESIGNED SO THAT WATER WILL NOT ACCUMULATE ON WALKING SURFACES.

IN THE EVENT THAT THESE REQUIREMENTS CONFLICT WITH DESIGN PLANS, OR IF FIELD CONDITIONS RENDER THESE UNATTAINABLE, CONTACT THE ARCHITECT AND/OR ENGINEER PRIOR TO BEGINNING WORK.

**SEED SPECIFICATIONS**

**TEMPORARY SEED**

PERENNIAL RYE GRASS

**PERMANENT SEED:**

ALL MOWABLE AREAS: PARK SEED NHOOT TYPE 15 (CONSERVATION MIX ACCEPTABLE, AS APPROVED BY ENGINEER)

CREeping RED FESCUE	40 LB/AC
PERENNIAL RYEGRASS	50 LB/AC
KENTUCKY BLUEGRASS	25 LB/AC
REDTOP	5 LB/AC

TOTAL: 120 LB/AC

ALL SLOPES 5:1 OR STEEPER: SLOPE SEED NHOOT TYPE 45 (OR OTHER WILDFLOWER MIX APPROVED BY ENGINEER)

CREeping RED FESCUE	35 LB/AC
PERENNIAL RYEGRASS	30 LB/AC
REDTOP	5 LB/AC
ALSIKE CLOVER	5 LB/AC
LANCE-LEAVED COREOPSIS	5 LB/AC
OXEYE DAISY	3 LB/AC
BUTTERFLY WEED	3 LB/AC
BLACKEYED SUSAN	3 LB/AC
WLD LUPINE	3 LB/AC

TOTAL: 95 LB/AC

**DUST CONTROL:**

DUST CONTROL SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE NEW HAMPSHIRE STORMWATER MANUAL, VOLUME 3: EROSION AND SEDIMENT CONTROLS DURING CONSTRUCTION.

1. PHASE CONSTRUCTION AND SEQUENCE EARTH DISTURBANCE ACTIVITIES TO REDUCE THE AREA OF LAND DISTURBED AT ANY ONE TIME.
2. MAINTAIN AS MUCH NATURAL VEGETATION AS IS PRACTICABLE.
3. USE TRAFFIC CONTROL TO RESTRICT TRAFFIC TO PREDETERMINED ROUTES.
4. USE TEMPORARY MULCHING, PERMANENT MULCHING, TEMPORARY VEGETATIVE COVER, PERMANENT VEGETATIVE COVER TO REDUCE THE NEED FOR DUST CONTROL.
5. APPLY WATER, OR OTHER DUST INHIBITING AGENTS OR TACKIFIERS, AS APPROVED BY THE NHDES.

**SITE DATA TABLE**

TAX MAP #:	241-107-000-000-000,	413,820 SQ. FT. ± 9.50 ACRES	
ZONE:	INDUSTRIAL		
LOT SIZE:	AVAILABLE: 9.50 ACRES	REQUIRED: NONE	
BLDG. HEIGHT:	ALLOWED: 35 FEET	PROPOSED: 11± FEET	
BUILDING SETBACKS:			
FRONT:	20'		
REAR:	20'		
SIDES:	15'		
LOT COVERAGE:	MAXIMUM: 80% (331,056 S.F./ 7.60 AC)	PROPOSED: 35% (144,808 S.F./ 3.32 AC)	
BUILDINGS:			
TOTAL IMPERMEABLE:	80% (331,056 S.F./ 7.60 AC)	79% (326,325 S.F./ 7.50 AC)	
PARKING:	REQUIRED: 32 (94,320SF GFA /3000SF GFA)	EXISTING: GREATER THAN REQUIRED	PROPOSED: 3 ADDITIONAL SPACES
9' X 18':			
A.D.A. ACCESSIBLE:	1	GREATER THEN REQUIRED	NO ADDITIONAL

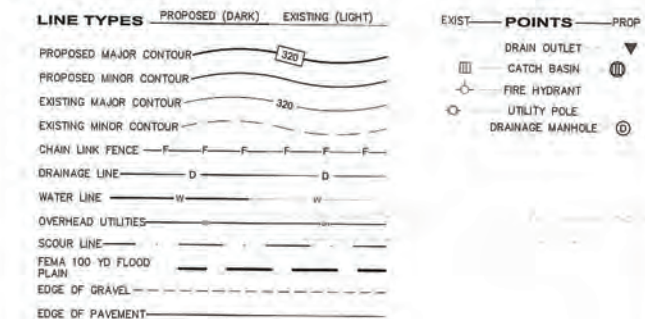
**PERMITS REQUIRED:**

1. CITY OF KEENE, SITE PLAN REVIEW

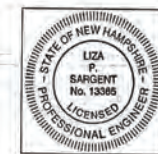
**PROPERTY OWNER AND APPLICANT:**

KEENE MINI STORAGE, LLC  
690 MARLBORO ST.  
KEENE, NEW HAMPSHIRE 03431

**LEGEND:**



	EDGE OF PROPOSED PAVEMENT	U.N.O.	UNLESS NOTED OTHERWISE
	CONCRETE	N.L.C.	NOT IN CONTRACT
	RIP RAP	T.B.R.	TO BE REMOVED
	EXISTING BUILDING	O.A.E.	OR APPROVED EQUAL
	DRAINAGE FLOW ARROW	S.C.E.	STABILIZED CONSTRUCTION ENTRANCE
		I.C.C.	INTEGRAL CONCRETE CURB
		V.C.C.	VERTICAL CONCRETE CURB
		V.G.C.	VERTICAL GRANITE CURB
		T.D.	TOP-DOWN



*Liza P. Sargent* 1/5/24  
LIZA P. SARGENT DATE  
R.C.E. NUMBER: 13365

NO.	REVISION	DATE	CHK.

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F 802.257.0721  
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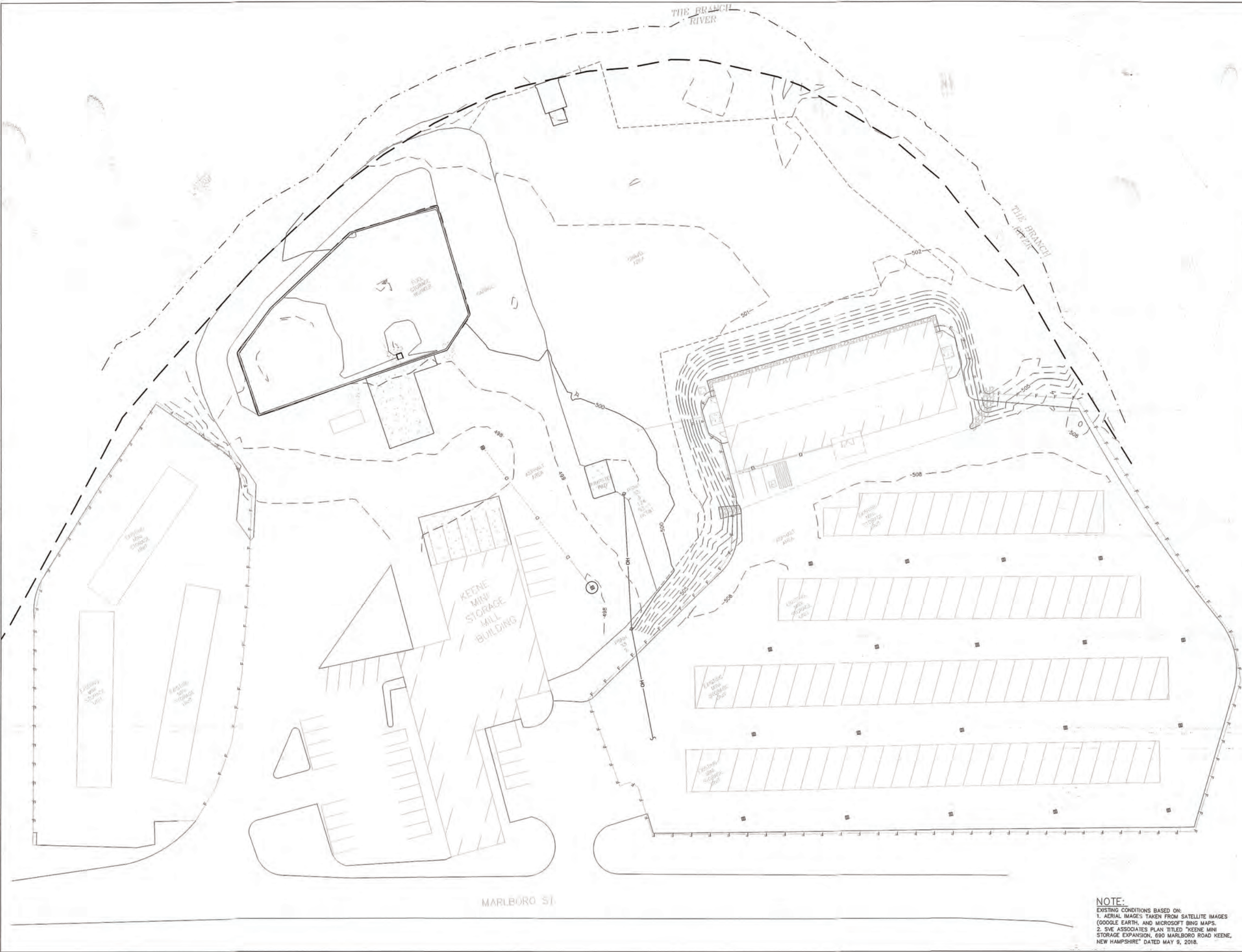
**NOTES AND LEGEND**  
KEENE MINI STORAGE  
EXPANSION 2023/2024  
690 MARLBORO ROAD  
KEENE, NEW HAMPSHIRE  
KEENE MINI STORAGE

PROJ. #: K2505A  
DATE: 18-DEC-23  
DESIGN: RH SHEET  
DRAWN: AJG  
CHECKED: 22 of 31

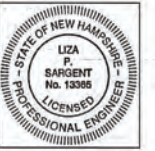
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**NOTE:**  
 EXISTING CONDITIONS BASED ON:  
 1. AERIAL IMAGES TAKEN FROM SATELLITE IMAGES (GOOGLE EARTH, AND MICROSOFT BING MAPS).  
 2. SVE ASSOCIATES PLAN TITLED "KEENE MINI STORAGE EXPANSION, 690 MARLBORO ROAD KEENE, NEW HAMPSHIRE" DATED MAY 9, 2018.



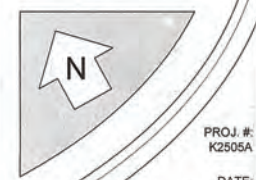
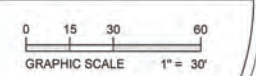
*Liza P. Sargent* 1/5/24  
 LIZA P. SARGENT DATE  
 R.C.E. NUMBER: 13365

NO.	REVISION	DATE	BY	CHK

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**EXISTING CONDITIONS**  
 KEENE MINI STORAGE  
 EXPANSION 2023/2024  
 690 MARLBORO ROAD  
 KEENE, NEW HAMPSHIRE  
 KEENE MINI STORAGE

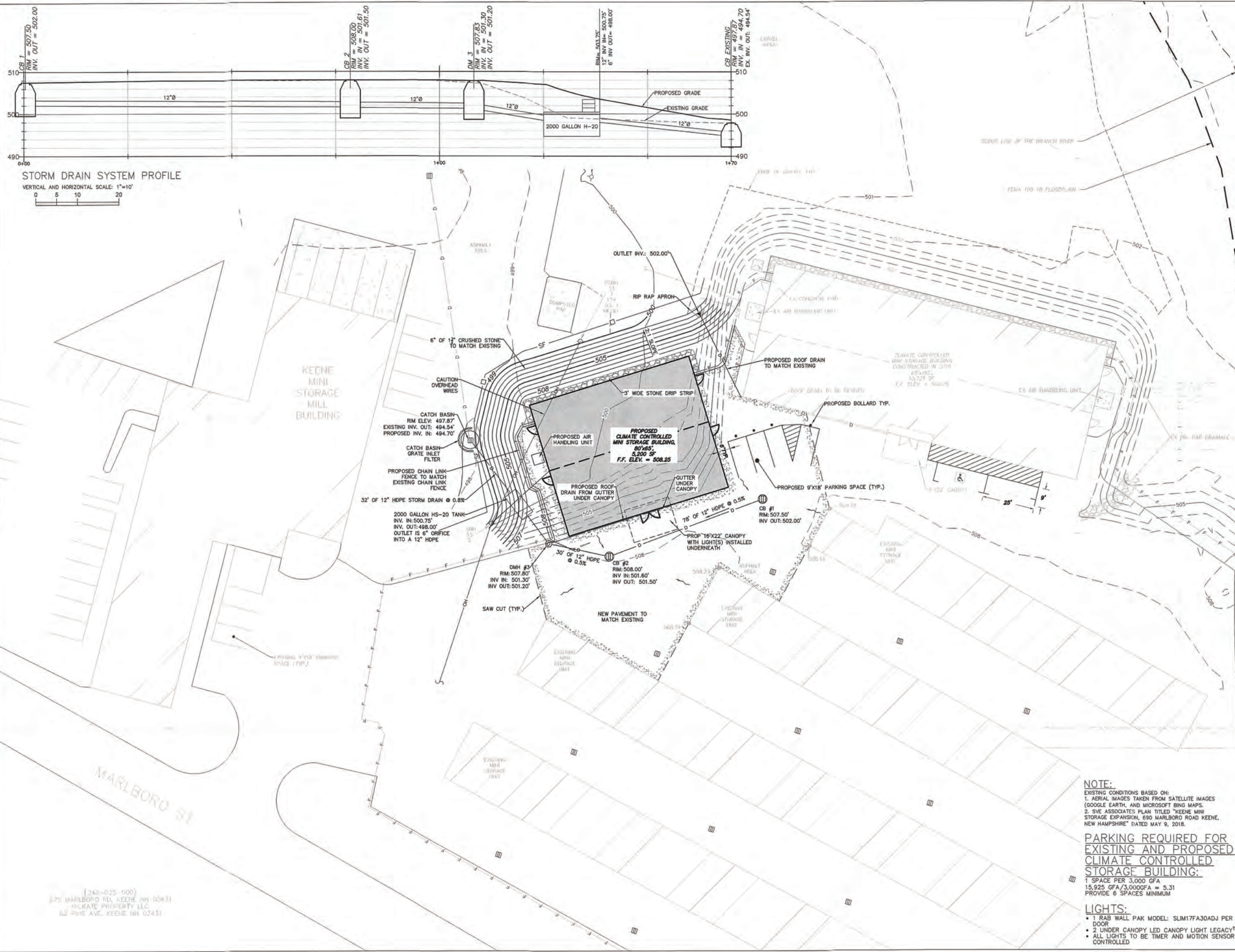


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 K2505A  
 DATE:  
 18-DEC-23  
 DESIGN: RH SHEET  
 DRAWN: AJG  
 CHECKED: LPS  
 23 of 54

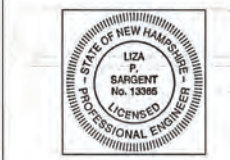
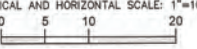
**S-1**



Drawing name: P:\Project\NH PROJECTS\2505A Cheshire 01-Keene Mini Storage R1e101\Drawings\Design\2505A PRDP SITE.dwg Jan 04, 2024 - 1:02pm



**STORM DRAIN SYSTEM PROFILE**  
VERTICAL AND HORIZONTAL SCALE: 1"=10'

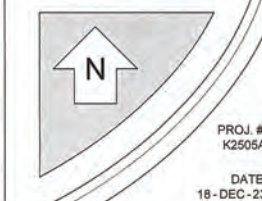
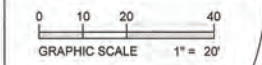


*Liza P. Sargent* 1/5/24  
LIZA P. SARGENT DATE  
R.C.E. NUMBER: 13365

NO.	REVISION	DATE	DWN.	CHK.

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**SITE PLAN**  
KEENE MINI STORAGE  
EXPANSION 2023/2024  
690 MARLBORO ROAD  
KEENE, NEW HAMPSHIRE  
KEENE MINI STORAGE



**NOTE:**  
EXISTING CONDITIONS BASED ON:  
1. AERIAL IMAGES TAKEN FROM SATELLITE IMAGES (GOOGLE EARTH, AND MICROSOFT BING MAPS).  
2. SVE ASSOCIATES PLAN TITLED "KEENE MINI STORAGE EXPANSION, 690 MARLBORO ROAD KEENE, NEW HAMPSHIRE" DATED MAY 9, 2018.

**PARKING REQUIRED FOR EXISTING AND PROPOSED CLIMATE CONTROLLED STORAGE BUILDING:**  
1 SPACE PER 3,000 GFA  
15,925 GFA/3,000GFA = 5.31  
PROVIDE 6 SPACES MINIMUM

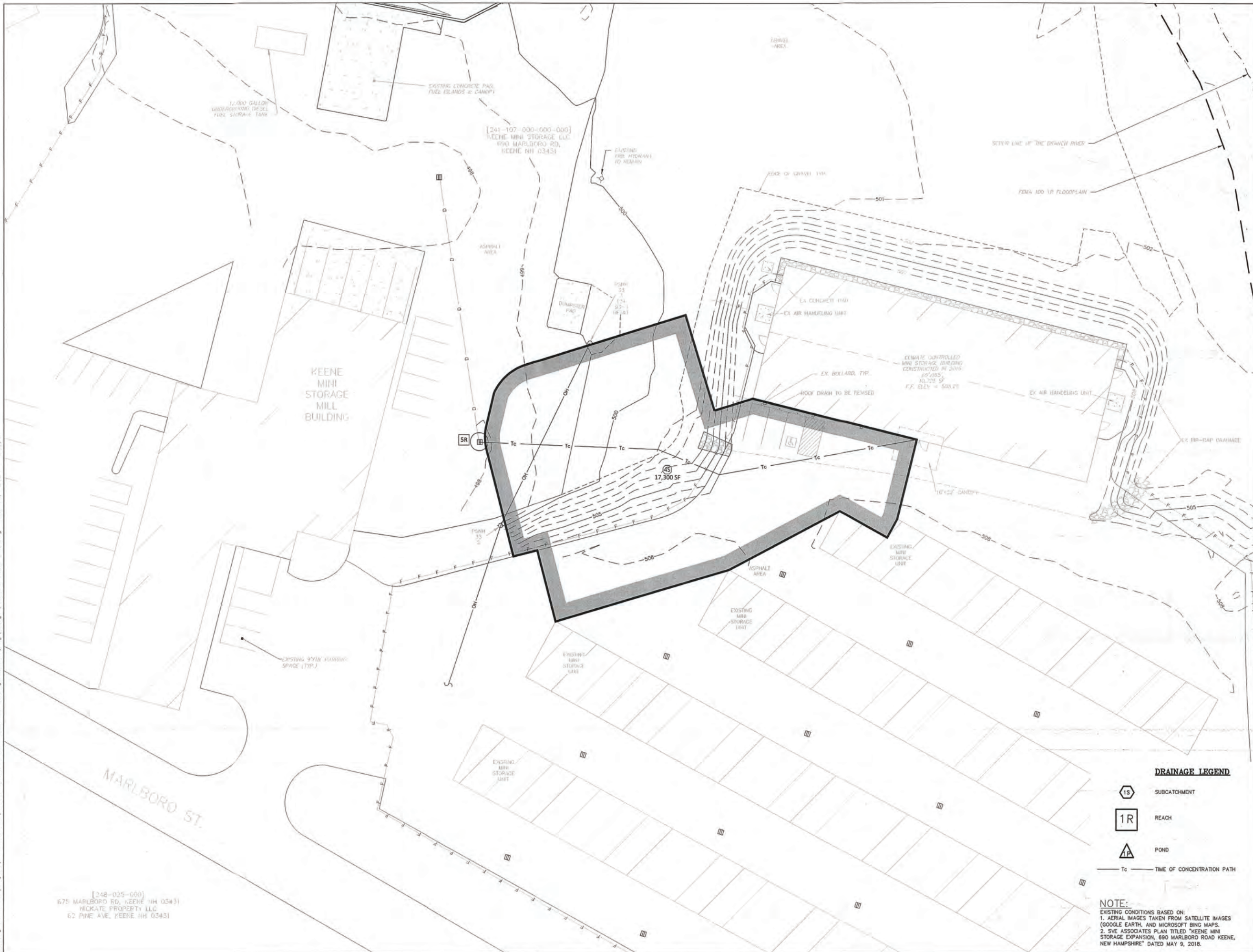
**LIGHTS:**  
• 1 RAB WALL PAK MODEL: SLIM17FA30ADJ PER DOOR  
• 2 UNDER CANOPY LED CANOPY LIGHT LEGACY™  
• ALL LIGHTS TO BE TIMER AND MOTION SENSOR CONTROLLED

(248-025-000)  
675 MARLBORO RD, KEENE NH 03431  
HICKATE PROPERTY LLC  
62 PINE AVE, KEENE NH 03431

DESIGN: RH  
DRAWN: AJG  
CHECKED: LPS  
SHEET  
**C-1**  
24 of 51






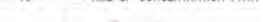
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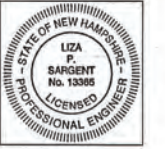
[248-025-000]  
675 MARLBORO RD, KEENE NH 03431  
HICKATE PROPERTY LLC  
62 PINE AVE, KEENE NH 03431

[241-197-000-000-000]  
KEENE MINI STORAGE LLC  
690 MARLBORO RD,  
KEENE NH 03431

**DRAINAGE LEGEND**

-  SUBCATCHMENT
-  REACH
-  POND
-  Tc TIME OF CONCENTRATION PATH

**NOTE:**  
 EXISTING CONDITIONS BASED ON:  
 1. AERIAL IMAGES TAKEN FROM SATELLITE IMAGES  
 (GOOGLE EARTH, AND MICROSOFT BING MAPS).  
 2. SVE ASSOCIATES PLAN TILED "KEENE MINI  
 STORAGE EXPANSION, 690 MARLBORO ROAD KEENE,  
 NEW HAMPSHIRE" DATED MAY 9, 2018.



*Liza P. Sargent* 1/5/24

LIZA P. SARGENT DATE  
R.C.E. NUMBER: 13365

NO.	REVISION	DATE	CHK

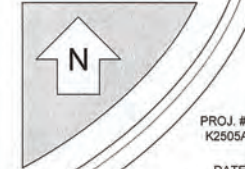
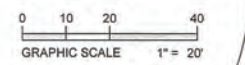
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**PRE DEVELOPMENT  
DRAINAGE PLAN**

KEENE MINI STORAGE  
EXPANSION 2023/2024  
690 MARLBORO ROAD  
KEENE, NEW HAMPSHIRE  
KEENE MINI STORAGE

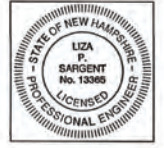
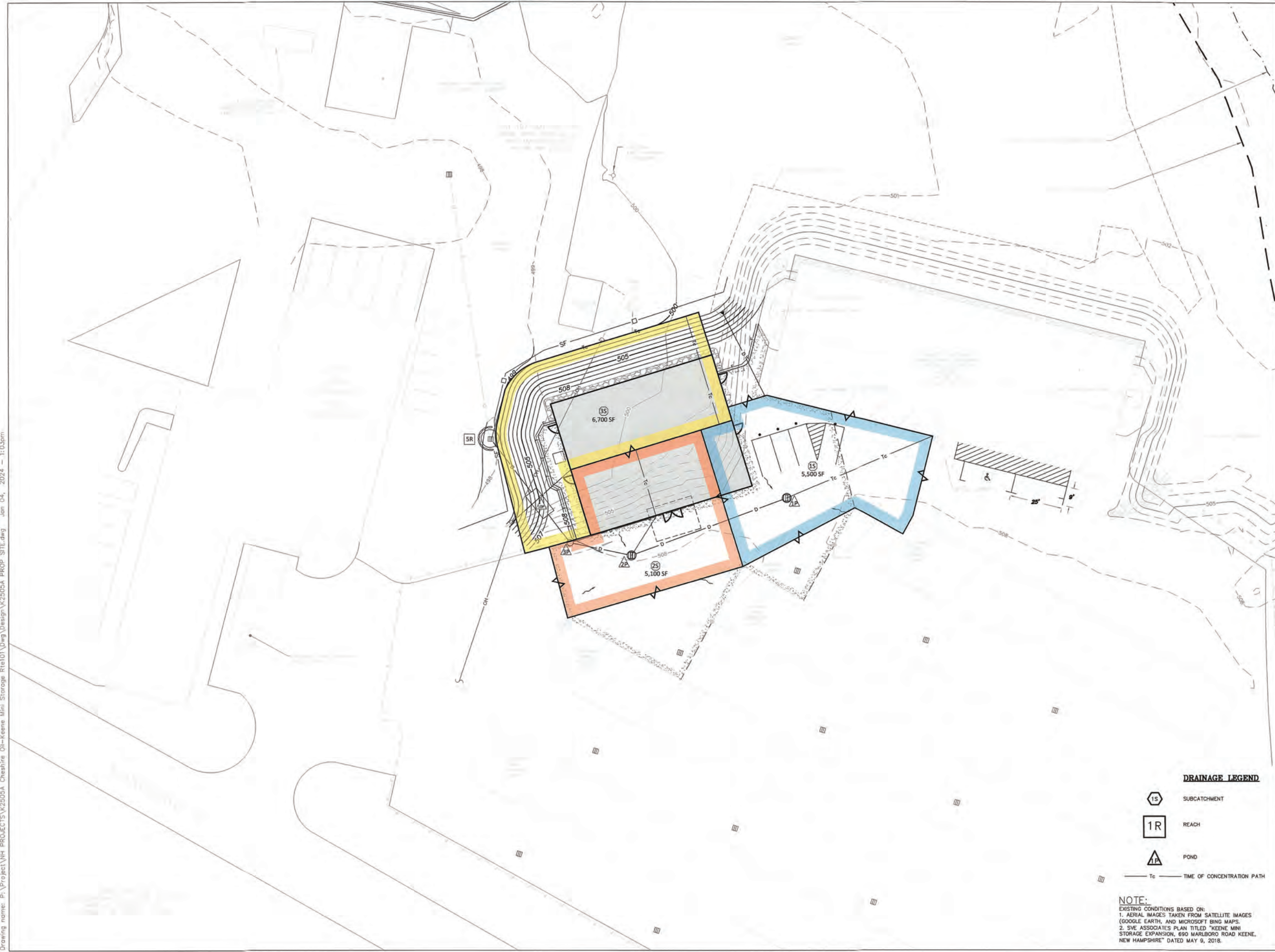


PROJ. #:  
K2505A  
DATE:  
18-DEC-23

DESIGN: RH SHEET  
DRAWN: AJG  
CHECKED: LBS  
25 of 51  
**D-1**



Drawing name: P:\Project\NH PROJECTS\K2505A Cheshire 01-Keene Mini Storage R14101\Draw\Design\K2505A PROP SITE.dwg Jan 04, 2024 - 1:03pm



*Liza Sargent* 1/5/24  
LIZA P. SARGENT DATE  
R.C.E. NUMBER: 13365

NO.	REVISION	DATE	DWN	CHK

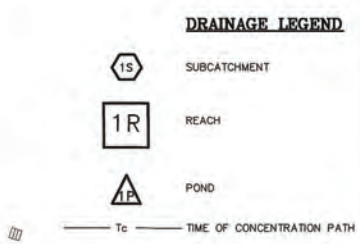
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 F 802.257.0721  
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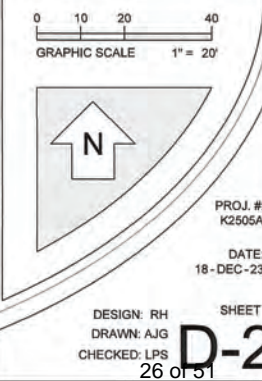
**POST DEVELOPMENT  
 DRAINAGE PLAN**

KEENE MINI STORAGE  
 EXPANSION 2023/2024  
 690 MARLBORO ROAD  
 KEENE, NEW HAMPSHIRE

KEENE MINI STORAGE



**NOTE:**  
 EXISTING CONDITIONS BASED ON:  
 1. AERIAL IMAGES TAKEN FROM SATELLITE IMAGES (GOOGLE EARTH, AND MICROSOFT BING MAPS).  
 2. SVE ASSOCIATES PLAN TITLED "KEENE MINI STORAGE EXPANSION, 690 MARLBORO ROAD KEENE, NEW HAMPSHIRE" DATED MAY 9, 2018.



**D-2**

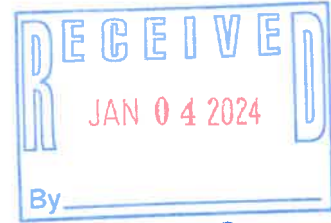


# Drainage Summary

for

**Keene Mini Storage 23/24  
Marlboro Road, Keene, NH**

Prepared by SVE Associates  
January 5, 2024



*SPR-03-19, Mod.3*

A comparison of peak stormwater runoff for the 25-year rainfall events in the post-development conditions was completed by SVE Associates using HydroCad 10.0 software. The storm event used in the model was Type III, 24-hour storm with a 5" rainfall depth

## EXISTING CONDITIONS:

The existing condition of the property is a combination of pavement, stone, dirt, and grass. The area of disturbance drains toward the west. The drainage system serving the adjacent existing mini storage units all run to the east.

## PROPOSED CONDITIONS:

The proposed conditions modeled in the "Post-Development" drainage model consist of the proposed building, pavement area, stoned slopes, and new drainage piping. With the development, stormwater runoff will continue to flow to the west. A buried concrete tank with a restricting orifice outlet will limit runoff to pre-development levels in the 25 year rainfall event.

	25 year	
	<i>Existing Runoff (cfs)</i>	<i>Proposed Runoff (cfs)</i>
<i>Summary Node 4S</i>	1.9	
<i>Summary Node 5R</i>		1.9

## CONCLUSION:

There will be no adverse impact to downstream properties due to stormwater runoff from the facility.

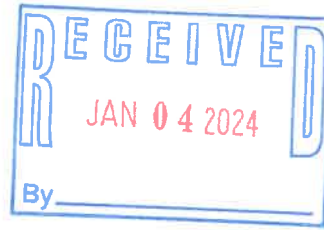
## **SVE Associates**

---

Engineering \* Surveying \* Landscape Architecture \* Planning  
P.O. Box 1818, Brattleboro, VT 05302 Phone: (802) 257-0561 Fax (802) 257-0721 E-mail [svek@sveassoc.com](mailto:svek@sveassoc.com)  
P:\Project\NH PROJECTS\K2505A Cheshire Oil-Keene Mini Storage Rte101\Docs\K2505A Drainage Summary.doc



SPR-03-19, Mod.3



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 Landscape Architecture  
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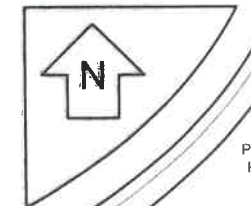
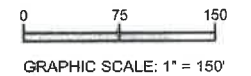
SVE Associates  
 439 West River Road  
 Brattleboro, VT 05302  
 T 413.774.6698  
 F 413.773.0875  
 www.sveassoc.com

NO	REVISION	DATE	DWN	CHK

**IMPERVIOUS SURFACE**

KEENE MINI STORAGE  
 EXPANSION 2023/2024  
 690 MARLBORO ROAD  
 KEENE, NEW HAMPSHIRE

KEENE MINI STORAGE



PROJ. #:  
K2505A

DATE:  
18 - DEC - 23

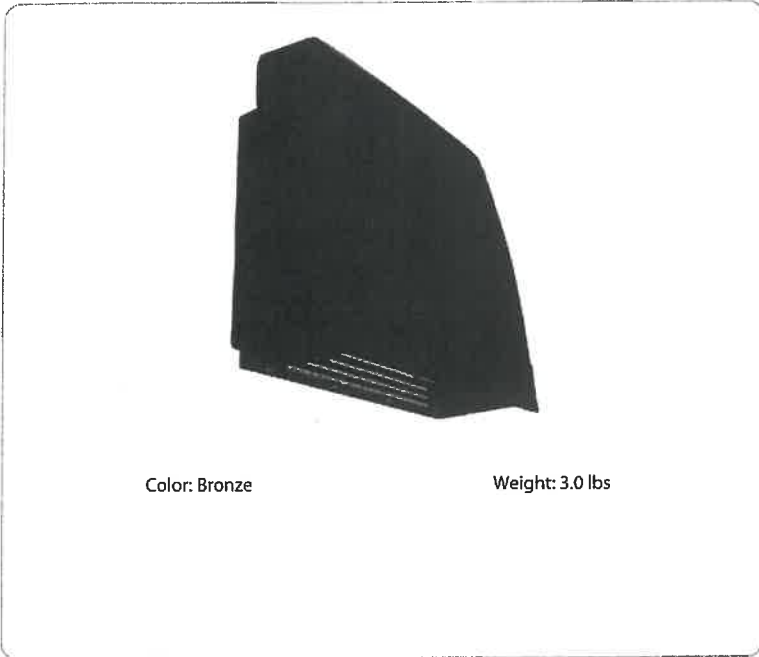
DRAWN: AJG

SHEET  
1 / 1



SITE AREAS		
BUILDINGS	IMPERVIOUS	PERVIOUS
72,196 SF	246,667 SF	97,495 SF
17%	62%	21%





<b>Project:</b> <input type="text"/>	<b>Type:</b> <input type="text"/>
<b>Prepared By:</b> <input type="text"/>	<b>Date:</b> <input type="text"/>

Driver Info		LED Info	
Type	Constant Current	Watts	30W
120V	0.25A	Color Temp	3000K/4000K/5000K
208V	0.20A	Color Accuracy	70 CRI
240V	0.15A	L70 Lifespan	100,000 Hours
277V	0.12A	Lumens	3540/3813/3768
Input Watts	29.4/28.4/29.7W	Efficacy	120.5/134.1/127 lm/W

**Technical Specifications**

**Field Adjustability**

**Field Adjustable:**

Color temperature selectable by 3000K, 4000K and 5000K

**Compliance**

**UL Listed:**

Suitable for wet locations

**IESNA LM-79 & IESNA LM-80 Testing:**

RAB LED luminaires and LED components have been tested by an independent laboratory in accordance with IESNA LM-79 and LM-80.

**DLC Listed:**

This product is listed by Design Lights Consortium (DLC) as an ultra-efficient premium product that qualifies for the highest tier of rebates from DLC Member Utilities. Designed to meet DLC 5.1 requirements.

DLC Product Code: PL8HS37YLUB0

**Performance**

**Lifespan:**

100,000-Hour LED lifespan based on IES LM-80 results and TM-21 calculations

**LED Characteristics**

**LEDs:**

Long-life, high-efficiency, surface-mount LEDs

**Electrical**

**Driver:**

Constant Current, Class 2, 120-277V, 50/60 Hz, 120V: 0.25A, 208V: 0.20A, 240V: 0.15A, 277V: 0.12A

**Dimming Driver:**

Driver includes dimming control wiring for 0-10V dimming systems. Requires separate 0-10V DC dimming circuit. Dims down to 10%.

**Photocell:**

120-277V Integrated button photocell included.

**Note:**

All values are typical (tolerance +/- 10%)

**Construction**

**IP Rating:**

Ingress protection rating of IP65 for dust and water

**Cold Weather Starting:**

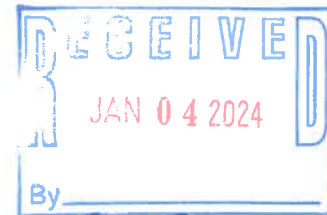
The minimum starting temperature is -40°C (-40°F)

**Maximum Ambient Temperature:**

Suitable for use in up to 50°C (122°F)

**Housing:**

Precision die-cast aluminum housing and door frame



SPR-03-19, Mod. 3

KEENE MINI STORAGE  
12/2023  
SVE ASSOC. K2502A

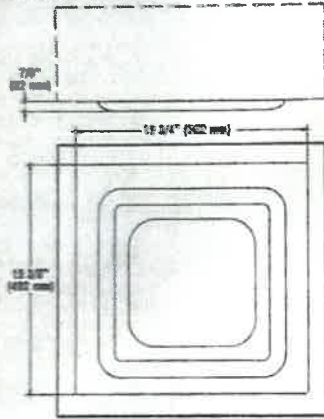
LED CANOPY LIGHT - LEGACY™ UNIVERSAL SUPERKIT - 2X2 (CRUSK UNV) **Crossover**  
LED LIGHTING TECHNOLOGY

LUMINAIRE ORDERING INFORMATION

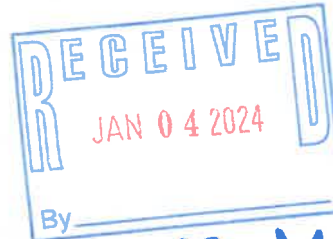
TYPICAL ORDER EXAMPLE: **CRUSK UNV SC LED SS CW UE WHT**

Part#	Distribution	Light Source	Drive Current	Color Temperature	Input Voltage	Finish	Options
CRUSK UNV (Universal 2X2)	SC - Standard Dysynetic	LED	VLW - Very Low Watt LW - Low Watt SS - Super Seven	CW - Cool White	UE - Universal Voltage (120-277V) 5A7 - 480V	WHT - White BRZ - Bronze BLK - Black	None

DIMENSIONS



UNDER CANOPY  
LIGHT



SPR-03-19, Mod.3

KESNE Mini-Storage  
 12/2023  
 SVE ASSOC. K2502A

LIGHT OUTPUT - CRUSK UNV

		Lumens		Watts		LPW	
		SC	AC	SC	AC	SC	AC
Cool White	VLW - Very Low Watt	8,842	-	79	-	112	-
	LW - Low Watt	10,871	67.46	86	83	124	106
	SS - Super Seven	13,564	11.578	114	111	119	104

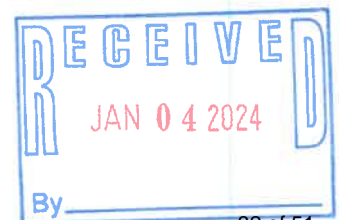


Project Name \_\_\_\_\_ Fixture Type \_\_\_\_\_  
 Catalog # \_\_\_\_\_

01/12/15  
 © 2014  
 ESI INDUSTRIES INC.



Photos submitted by Applicant  
showing existing Building  
Exteriors



SPR-03-19, Mod. 3





RECEIVED  
JAN 04 2024  
By \_\_\_\_\_

SPR 03-19, Mod.3

# STAFF REPORT

## PB-2024-01 – SURFACE WATER CONDITIONAL USE PERMIT – SURFACE WATER BUFFER REDUCTION – 186 GUNN ROAD

### **Request:**

Applicants and owners Ashley & Peter Greene request a reduction in the Surface Water Protection buffer from 75' to 30' to allow for the future subdivision and development of the parcel at 186 Gunn Rd (TMP #205-013-000). The parcel is 11 ac and is located in the Rural District.

### **Background:**

The subject parcel is an existing 11.26-acre lot located on the north side of Gunn Road, approximately 1,200 ft from the Gilsum town line. The Sturtevant Brook runs adjacent to the rear of the property. The lot contains an existing 1,900 sf single family residence and a detached 1,320 sf pole barn. An initial wetland delineation has revealed that a significant portion of the lot consists of wetland systems.

The purpose of this application is to seek a Surface Water Protection Conditional Use Permit for a surface water buffer reduction from 75 ft to 30 ft and 10,870 sf of impact to the reduced buffer to accommodate the future subdivision of a new 2.26-acre residential building lot. The CUP is required per Section 11.3.1.C for a buffer reduction and per Section 11.6 for the construction of a new structure that impacts the buffer, the creation of a new lot that would require buffer disturbance to access, and for the construction of a new driveway that will impact the buffer. The submitted exhibit plan shows a single-family residential development on the future lot that depicts well, septic, drainage, driveway, and residence.



Fig 1: 186 Gunn Road outlined in yellow.

Per Section 11.6.3.A of the Land Development Code, this application has been referred to the Conservation Commission for review and recommendation at their meeting on January 16. Staff will share any advisory comments from the Commission at the Planning Board meeting.

### **Determination of Regional Impact:**

After reviewing the application, staff have made a preliminary evaluation that the proposed subdivision does not appear to have the potential for “regional impact” as defined in RSA 36:55. The Board will need to make a final determination as to whether the proposal, if approved, could have the potential for regional impact.

## STAFF REPORT

### **Completeness:**

The Applicant requests exemptions from submitting a landscaping plan, lighting plan, building elevations, drainage, historic evaluation, screening analysis, and an architectural and visual appearance analysis. After reviewing each request, staff recommend that the Board grant the requested exemptions as they have no bearing on the merits of the application and accept the application as "complete."

### **Departmental Comments:**

None

**Application Analysis:** The following is a review of the Planning Board development standards relevant to this application. The Planning Board shall issue a surface water protection conditional use permit for the activities described in Section 11.6.1, if it finds that all of the following criteria have been met.

- A.** *The proposed use and/or activity cannot be located in a manner to avoid encroachment into the Surface Water Protection Overlay District.*

The Applicant states in their narrative that the proposed use cannot be located in a manner that avoids encroachment with the lot being subdivided in the eastern corner of the parent lot. The subdivision of the proposed lot has not been formally submitted. It may be possible to increase the proposed lot area to further reduce the proposed impact. The Applicant has not proposed any permanent measures to prevent future impacts to the buffer or wetland after initial development. The Board will need to determine if this standard has been met.

- B.** *Encroachment into the buffer area has been minimized to the maximum extent possible, including reasonable modification of the scale or design of the proposed use.*

The Applicant states in their narrative that the exhibit plan depicts a 32'x26' 4-bedroom dwelling, septic system, and wellhead that do not encroach into the buffer. Further discussion with the applicant revealed that the total buffer impact will be 10,870 sf. This includes 3,080 sf of impact for the driveway and 7,790 sf of impact for the dwelling, wellhead, septic, and associated grading. The Board will need to determine if this standard has been met.

- C.** *The nature, design, siting, and scale of the proposed use and the characteristics of the site, including but not limited to topography, soils, vegetation, and habitat, are such that when taken as a whole, will avoid the potential for adverse impacts to the surface water resource.*

The Applicant states in their narrative that the site has been designed to have no structures within 30' of the wetland edge in order to prevent adverse impacts to the wetland. The dwelling will have infiltration trenches to collect runoff from the roof of the dwelling. Stormwater management for the driveway is not shown on the exhibit plan. The narrative states that Red Spruce trees are proposed along the edge of grading to aid in soil stability and buffer identification. The Board will need to determine if this standard has been met.

## STAFF REPORT

- D.** *The surface water buffer area shall be left in a natural state to the maximum extent possible. The Planning Board may establish conditions of approval regarding the preservation of the buffer, including the extent to which trees, saplings and ground cover shall be preserved.*

The Applicant states in their narrative that the buffer will remain in its natural state except for the required impacts due to site development. Erosion control measures will be installed prior to site development and maintained throughout the development process. Red Spruce trees will be installed along the edge of grading to provide a natural barrier along the buffer and to provide soil stabilization. The Board will need to determine if this standard has been met.

- E. The Planning Board may consider the following to determine whether allowing the proposed encroachment will result in an adverse impact on the surface water resource.**

- 1. The size, character, and quality of the surface water and the surface water buffer being encroached upon.*

The Applicant states in their narrative that the wetlands are palustrine (marshy), forested, saturated and not to be impacted. Using the "Highway Methodology" a wetland evaluation was conducted and found that the wetlands adjacent to the building area have no suitable wetland functions or values of significant importance. The Board may wish to ask the applicant to provide additional context as to the importance of the wetland such as wildlife habitat and status as vernal pools.

- 2. The location and connectivity of the surface water in relation to other surface waters in the surrounding watershed.*

The Applicant states in their narrative that the wetland complex drains to a stream over 400 ft down slope. The entire wetland system on the parent lot and the proposed lot have not been delineated. The full connectivity of the system has not been evaluated. The Board may want to consider asking for additional information from the applicant to better understand the nature of the wetland system.

- 3. The nature of the ecological and hydrological functions served by the surface water.*

The Applicant states in their narrative that, based on the evaluation, the associated wetland area is of low value. The vegetation density is low so that is why the application proposes to install trees to aid in soil stability and buffer identification.

- 4. The nature of the topography, slopes, soils, and vegetation in the surface water buffer.*

The Applicant states in their narrative that the average slope within the buffer is 10% to 15% with a maximum slope to the rear of the proposed dwelling to be 22%. Test pit data revealed the soil composition to be fine sandy loam to sandy loam. The vegetation is low in density and mainly consists of Hemlock, Ash, and Maple with little ground cover.



## STAFF REPORT

5. *The role of the surface water buffer in mitigating soil erosion, sediment and nutrient transport, groundwater recharge, flood storage, and flow dispersion.*

The Applicant states in their narrative that the evaluation revealed that the wetland serves little function related to sediment and nutrient transport, groundwater recharge, flood storage, and flow dispersion.

6. *The extent to which the surface water buffer serves as wildlife habitat or travel corridor.*

The Applicant states in their narrative that the wetland is not located within high value wildlife habitat according to the City's Wildlife Action Plan GIS overlay. The area is considered supporting landscape, which is the lowest tier in the overlay. Gunn Road is located adjacent to the wetland and is a barrier to wildlife migration. The narrative notes that there is a half mile of natural woodlands behind the subject property that act as an effective travel corridor.

7. *The rate, timing and volume of stormwater runoff and its potential to influence water quality associated with the affected surface water or any associated downstream surface waters.*

The Applicant states in their narrative that infiltration trenches are proposed along the proposed dwelling to mitigate stormwater runoff. No stormwater management is proposed for the driveway. The Application states that the stream that the wetlands drain to is greater than 400 ft away and there will be no negative affects to the stream.

8. *The sensitivity of the surface water and the surface water buffer to disruption from changes in the grade or plant and animal habitat in the buffer zone.*

The Application states in their narrative that siltation and erosion control measures are proposed to remain until soils have been stabilized with a healthy growth of vegetation. Plantings along the buffer are proposed to aid in stabilization and to help define the buffer permanently. The narrative notes that the areas to the rear of the lot are to remain unaltered to allow for animal and plant habitat.

The Board will need to determine if the proposed mitigation methods proposed by the Applicant meet the threshold outlined in section 11.3.1.C "Buffer Reduction" of the Land Development Code, which states, *"In specific cases, the Surface Water Protection District buffer area may be reduced to 30-ft in zoning districts requiring a 75-ft buffer and to 10-ft in zoning districts requiring a 30-ft buffer, at the discretion of the Planning Board, and if the applicant provides extraordinary mitigation, replication, and/or restoration of surface waters and wetlands, and/or open space preservation measures."* (emphasis added)

## STAFF REPORT

### **Recommended Motion:**

If the Board is inclined to approve this request, the following motion is recommended:

***Approve PB-2024-01 as shown on the plan set identified as "Surface Water Protection Conditional Use Permit Exhibit" prepared by Meridian Land Services, Inc at a scale of 1 inch = 60 feet, dated December 14, 2023 with the following conditions:***

- 1. Prior to final approval and signature by the Planning Board Chair, the following conditions precedent shall be met:***
  - A. Owner's signature appears on the plan.***
  - B. Submittal of a revised exhibit plan with the total square footage of buffer impact noted on it and the certified soil scientist's stamp.***
  - C. Submittal of four (4) full sized paper copies and a digital copy of the final plan set.***
- 2. Subsequent to final approval and signature by the Planning Board Chair, the following conditions shall be met:***
  - A. Prior to the issuance of a driveway permit or building permit for the proposed lot, a Stormwater Management Plan shall be submitted to the Community Development Department for review and approval by the City Engineer.***
  - B. Prior to the issuance of a building permit, submittal of a financial security for the proposed landscaping in a form and amount acceptable to the City Engineer shall be submitted.***



City of Keene, NH

# Surface Water Protection Conditional Use Permit (CUP) Application

If you have questions about how to complete this form, please call: (603) 352-5440 or email: [communitydevelopment@keeneh.gov](mailto:communitydevelopment@keeneh.gov)

## SECTION 1: PROJECT INFORMATION

**PROJECT NAME:** Subdivision, Land of Ashley & Peter Greene

**PROJECT ADDRESS(ES):** 186 Gunn Road

## SECTION 2: CONTACT INFORMATION

PROPERTY OWNER	APPLICANT
<b>NAME/COMPANY:</b> Ashley Greene	<b>NAME/COMPANY:</b>
<b>MAILING ADDRESS:</b> 186 Gunn Road	<b>MAILING ADDRESS:</b>
<b>PHONE:</b> 603-903-8547	<b>PHONE:</b>
<b>EMAIL:</b> Ashley.Greene@keene.edu	<b>EMAIL:</b>
<b>SIGNATURE:</b> <i>(SEE PAGE 3)</i>	<b>SIGNATURE:</b>
<b>PRINTED NAME:</b>	<b>PRINTED NAME:</b>

AUTHORIZED AGENT (if different than Owner/Applicant)	FOR OFFICE USE ONLY:	
<b>NAME/COMPANY:</b> Meridian Land Services, Inc.	<b>TAX MAP PARCEL #(s):</b> 205013 - 000 - 003 - 000	
<b>MAILING ADDRESS:</b> PO Box 118, Milford, NH 03055		
<b>PHONE:</b> 603-673-1441	<b>PARCEL SIZE:</b> 11 acres	<b>DATE STAMP:</b>
<b>EMAIL:</b> SDIngram@meridianlandservices.com	<b>ZONING DISTRICT:</b> RURAL	
<b>SIGNATURE:</b> <i>Sam Ingram</i>	<b>PROJECT #:</b> PB-2024-01	
<b>PRINTED NAME:</b> Sam Ingram		

## SECTION 3: APPLICATION SUBMISSION REQUIREMENTS

**A COMPLETE APPLICATION MUST INCLUDE THE FOLLOWING ITEMS. BOTH PHYSICAL & DIGITAL COPIES OF APPLICATION MATERIALS MUST BE SUBMITTED USING THE METHODS BELOW.**

- **Digitally:** Email (communitydevelopment@keenenh.gov) or a file-sharing platform (such as Dropbox)
- **Mail / Hand Deliver:** Community Development (4th Floor), City Hall, 3 Washington St, Keene, NH 03431

The submittal requirements for Surface Water Protection Conditional Use Permit (CUP) applications are outlined further in **Article 11.6.3.B** and **Article 25.14** of the [Land Development Code \(LDC\)](#). You may request an exemption from providing any of the items below, except the application fee, notice list, narrative, and mailing labels. The Community Development Director may grant an exemption, if it is determined that the scope of the project does not warrant the submittal.

*Note: Additional information may be required by the respective decision-making authority during the review process.*

### GENERAL SUBMITTAL REQUIREMENTS

**CERTIFIED NOTICE LIST** (See **Attachment A** for more information.)

**2 SETS OF MAILING LABELS** (See **Attachment A** for more information.)

**PROJECT NARRATIVE** (See **Section 2 of Attachment B** for more information.)

**FEES:** Fill in the information below to calculate the total fee.

\$100 base fee + \$62 legal ad fee + (4.98 current USPS certified mailing rate x 10 abutters) = 211.8 (Total Fee)

**NOTE:** Please call the Community Development Department for the current certified mailing rate. Checks should be made payable to the *City of Keene*. Credit card payments are accepted in-person or by calling 603-352-5440.

**INFORMATION DEMONSTRATING THAT THE PROPOSED ENCROACHMENT WILL NOT CAUSE ADVERSE IMPACTS TO THE SURFACE WATER RESOURCE, OR DESIGN DETAILS THAT DEMONSTRATE THAT PROPOSED MITIGATION WILL PREVENT ADVERSE IMPACTS TO THE SURFACE WATER RESOURCE.**

SUBMITTED  
 EXEMPTION REQUESTED

**WAIVERS** (See **Section 3 of Attachment B** for additional information.)

WAIVER(S) REQUESTED  
 NO WAIVER(S) REQUESTED

PLAN SETS (See Attachment C for additional information.)	SUBMITTED	EXEMPTION REQUESTED
LOCATION MAP OF PROPOSED IMPROVEMENTS	X	
EXISTING CONDITIONS PLAN	X	
PROPOSED CONDITIONS PLAN	X	
GRADING PLAN	X	
LANDSCAPING PLAN		X
LIGHTING PLAN		X
ELEVATIONS		X
TECHNICAL REPORTS (See Attachment C for additional information.)	SUBMITTED	EXEMPTION REQUESTED
DRAINAGE REPORT		X
TRAFFIC ANALYSIS		X
SOIL ANALYSIS		X
HISTORIC EVALUATION		X
SCREENING ANALYSIS		X
ARCHITECTURAL & VISUAL APPEARANCE ANALYSIS		X
OTHER REPORTS / ANALYSES		X

**POSTED NOTICE REQUIREMENT** (See **Section 1 of Attachment B** for additional information.)



Office: 31 Old Nashua Road, Suite 2, Amherst, NH 03031  
Mailing: PO Box 118, Milford, NH 03055  
Phone: 603-673-1441 \* Fax 603-673-1584  
www.MeridianLandServices.com

December 13, 2023

Keene Planning Board  
3 Washington Street  
Keene, NH 03431

Re: Conditional Use Permit Application, Ashley Greene, Map 205, Lot 13, 186 Gunn Road

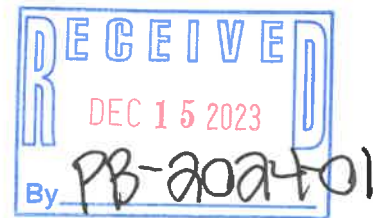
Dear Members

Lot 205-13 currently has 1 single family dwelling serviced by an onsite sewage disposal system and well. The lot currently is 11.0 acres and has frontage on Gunn Road. To the east of the dwelling is an existing pole barn utilized for storage. The Owner's intention is to subdivide off one, 2-acre frontage lot east of the pole barn. Due to a poorly drained wetland onsite, this lot is subject to the Surface Water Protection Overlay District. A Conditional Use Permit (CUP) is being sought to reduce the buffer from 75' to 30' to allow for 1 residential dwelling. A Wetland functions and values evaluation has been performed for the wetlands adjacent to the proposed building area and is included within this application.

Pursuant to 20.1.3(A) of the Land Development Code (LDC) single family and two-family dwellings are not required to conform with the site development standards under Article 20.

We respectfully request an exemption from the following plan sets and technical reports.

- Landscaping Plan
- Lighting Plan
- Elevations Plan
- Drainage Report
- Traffic Analysis
- Soil Analysis
- Historic Evaluation
- Screening Analysis
- Architectural & Visual Appearance Analysis
- Other reports /Analysis



#### 11.6.2 Conditional Use Permit Standards

- A. The proposed use and/or activity cannot be located in a manner to avoid encroachment into the Surface Water Protection Overlay District.

The proposed use and/or activity cannot be located in a manner that avoids encroachment with the lot being subdivided in the eastern corner of the parent lot. The proposed lot meets the necessary frontage and acreage for a single-family lot in the rural zone. No direct wetland impacts are proposed. Best

NARRATIVE





management practices are to be implemented before, during and until the disturbance areas have been stabilized per the erosion control notes.

- B. Encroachment into the buffer area has been minimized to the maximum extent possible, including reasonable modification of the scale or design of the proposed use.

This application includes a sewage disposal plan for a 4 bedroom 32'x26' dwelling. The design depicts that the septic system, well and dwelling can be constructed without encroaching within 30' of the wetlands. The house and well fit outside of the proposed 30' buffer. The grading associated with the house and leachfield do not encroach closer than 30' to the wetland edge. The leachfield and tank maintain the State required 50-foot separation from wetlands. Driveway and associated grading are located within 30' of wetlands however do not directly impact wetlands.

- C. The nature, design, siting, and scale of the proposed use and the characteristics of the site, including but not limited to topography, soils, vegetation, and habitat, are such that when taken as a whole, will avoid the potential for adverse impacts to the surface water resource.

The site is designed to have no structures within 30' of the wetland edge to prevent adverse impacts to the wetlands. Infiltration trenches are proposed to capture stormwater runoff from the dwelling. Spruce trees are to be planted along the edge of the proposed grading to aid in soil stability and buffer identification. Leachfield and tank maintain at least 50' to the wetland edge and meet all NHDES subsurface design regulations.

- D. The surface water buffer area shall be left in a natural state to the maximum extent possible. The Planning Board may establish conditions of approval regarding the preservation of the buffer, including the extent to which trees, saplings and ground cover shall be preserved.

The surface water buffer will remain in a natural state except for the driveway and associated grading. The proposed reduced buffer area around the house site is not proposed to be impacted. Silt fence is to be installed and maintained per the erosion control notes. This fencing will remain in place until the completion of the site construction. Silt Fencing will also act as a barrier to contain not only silt but workers onsite. Once finish grading is complete, spruce trees are to be planted along the edge of the finish grading. These plantings are to act as a natural barrier along the buffer and soil stabilization.

- E. The Planning Board may consider the following to determine whether allowing the proposed encroachment will result in an adverse impact on the surface water resource.
  - 1. The size, character, and quality of the surface water and the surface water buffer being encroached upon.

The wetlands are palustrine, forested, saturated and are not to be directly impacted. A wetland evaluation was completed using the Highway Methodology





and found that the wetlands adjacent to the building area have no suitable wetland functions or values of significant importance (see report).

2. The location and connectivity of the surface water in relation to other surface waters in the surrounding watershed.

The wetland complex drains to a stream over 400' down slope. By following the erosion control notes listed on the plan the stream will not be impacted by this project.

3. The nature of the ecological and hydrological functions served by the surface water.

Based on the Wetland evaluation the associated wetland area is of low value. Vegetation density is low therefore this application proposes planting along the grading to aid in soil stability and buffer identification.

4. The nature of the topography, slopes, soils, and vegetation in the surface water buffer.

The average slope within the buffer is 10 to 15 percent with the maximum slope to the rear of the proposed dwelling to be 22 percent. Siltation control is to be properly installed and maintained per the erosion control notes. Test pit observations onsite determined that the soils are fine sandy loam to sandy loam. Vegetation is low density and comprises of mainly Hemlock, Ash, and Maple with little ground cover. This application proposes plantings along the edge of finish grading to aid in buffer identification and soil stability.

5. The role of the surface water buffer in mitigating soil erosion, sediment and nutrient transport, groundwater recharge, flood storage, and flow dispersion.

Results from the wetland evaluation found that the wetland serves little function in sediment and nutrient transport, groundwater recharge, flood storage, and flow dispersion. The current wetland buffer has relatively low vegetation density. This application intends to propose plantings along the proposed 30' buffer to aid in soil stability and buffer protection.

6. The extent to which the surface water buffer serves as wildlife habitat or travel corridor.

This wetland is not located within high value wildlife habitat based upon the wildlife action plan. Gunn Road is located adjacent to the wetland and currently acts as barrier to faunal migration. Except for the transmission lines, natural woodlands extend at least a ½ mile behind the site and act an effective travel corridor.



# MERIDIAN LAND SERVICES, INC.

CIVIL ENGINEERING | LAND SURVEYING | PERMITTING | SOIL & WETLAND MAPPING | SEPTIC DESIGN | ENVIRONMENTAL

Office: 31 Old Nashua Road, Suite 2, Amherst, NH 03031

Mailing: PO Box 118, Milford, NH 03055

Phone: 603-673-1441 \* Fax 603-673-1584

www.MeridianLandServices.com

7. The rate, timing and volume of stormwater runoff and its potential to influence water quality associated with the affected surface water or any associated downstream surface waters.

To mitigate stormwater runoff, infiltration trenches are proposed along the proposed dwelling. With that being said the wetlands eventually drain to a stream greater than 400' down slope. Due to the distance between the site and stream and the site design there will be no negative affects to the stream down slope.

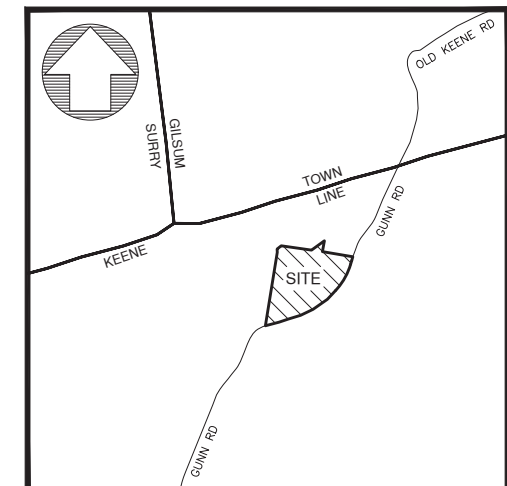
8. The sensitivity of the surface water and the surface water buffer to disruption from changes in the grade or plant and animal habitat in the buffer zone.

To minimize disruptions to the surface water and its associated buffer, siltation control is proposed and is to remain until the soils have been stabilized with a healthy growth of vegetation. Plantings along the buffer are to aid in soil stability and define the edge of the proposed buffer. Infiltration trenches are to aid in stormwater infiltration from the proposed dwelling. The area to the rear of the lot is to remain unaltered to allow for animal and plant habitat.

Thank you for your consideration.

Very truly yours,  
**Meridian Land Services, Inc.**

Jason C. Bolduc, CWS/CSS  
Project Manager

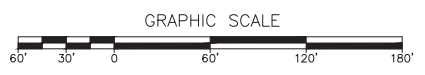


**LOCUS MAP:**  
SCALE: 1"=1,000'±

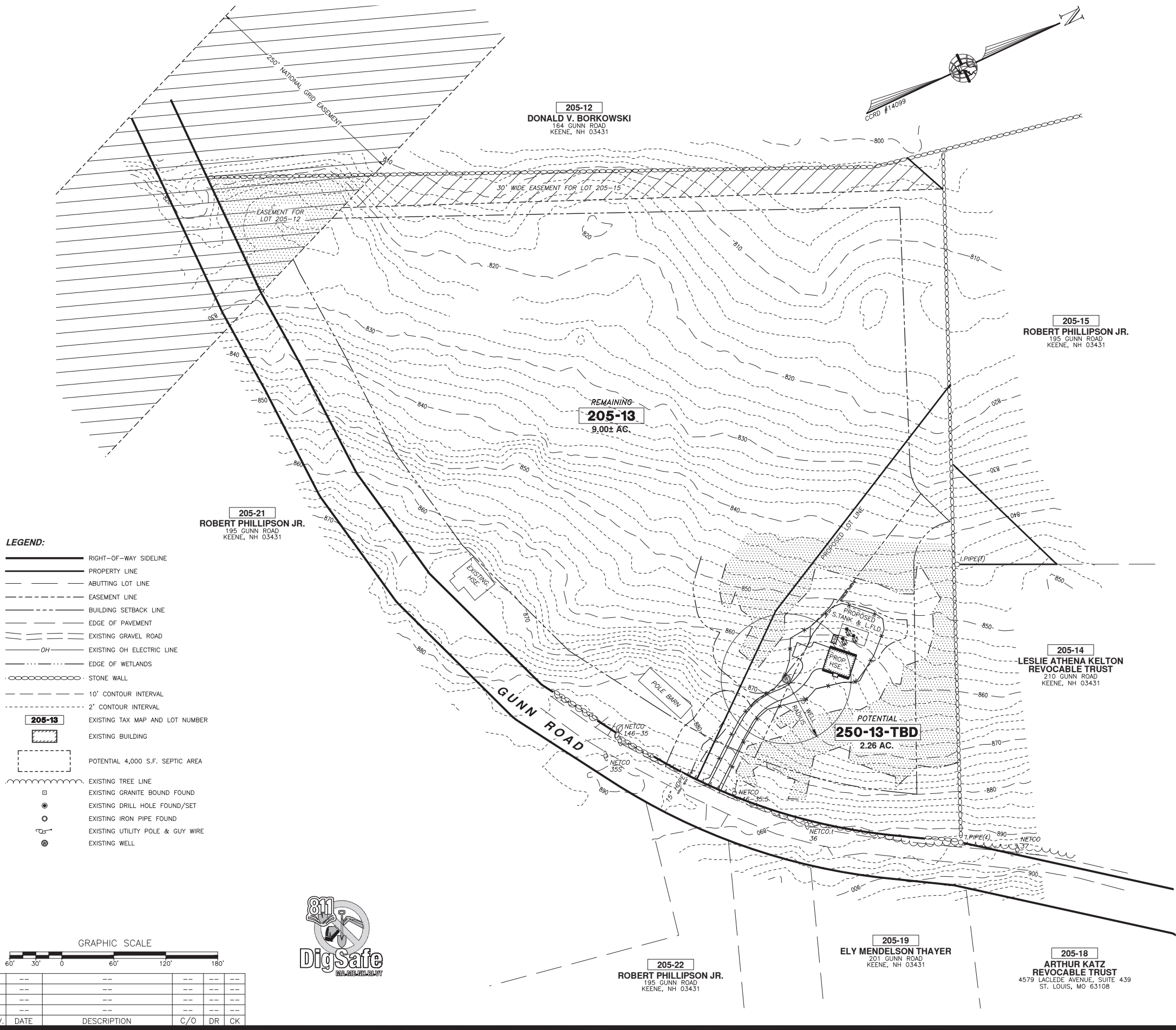
**REFERENCE PLAN:**  
"LOT LINE ADJUSTMENT - PREPARED FOR - ROBERT PHILLIPSON JR. - & ELAINE LEDWITH - GUNN ROAD - CITY OF KEENE - COUNTY OF CHESHIRE - STATE OF NEW HAMPSHIRE", SCALE: 1"=100', DATED: APRIL 8 2014, PREPARED BY: PDAVID A. MANN, RECORDED C.C.R.D. PLAN #14099.

- NOTES:**
1. THE PURPOSE OF THIS PLAN IS TO DEPICT A TWO LOT SUBDIVISION CONCEPT OF TAX MAP 205 LOT 13. LOTS WILL BE SERVICED BY ON SITE SEWAGE DISPOSAL SYSTEMS AND ON SITE PRIVATE WELLS.
  2. THE OWNER OF RECORD IS ASHLEY GREENE. SEE C.C.R.D. BOOK 3114 PAGE 467.
  3. THE EXISTING AREA OF LOT 205-13 IS 11± ACRES (PRE-SUBDIVISION).
  4. WETLANDS WERE DELINEATED ON THE ENTIRETY OF LOT 205-13. HOWEVER ONLY THE WETLANDS IN THE NORTHEAST CORNER OF THE LOT WERE LOCATED. ADDITIONAL BUILDING RESTRICTIONS ON REMAINING LOT 205-13 APPLY THAT ARE NOT SHOWN OR NOTED HEREON.
  5. WETLANDS WERE DELINEATED IN ACCORDANCE WITH THE "CORPS OF ENGINEERS WETLANDS DELINEATION MANUAL" (1987) AND THE REGIONAL SUPPLEMENT BY JASON C. BOLDOC, CWS, AUGUST 2023.

- LEGEND:**
- RIGHT-OF-WAY SIDELINE
  - PROPERTY LINE
  - - - ABUTTING LOT LINE
  - - - EASEMENT LINE
  - - - BUILDING SETBACK LINE
  - - - EDGE OF PAVEMENT
  - - - EXISTING GRAVEL ROAD
  - - - OH EXISTING OH ELECTRIC LINE
  - - - EDGE OF WETLANDS
  - - - STONE WALL
  - - - 10' CONTOUR INTERVAL
  - - - 2' CONTOUR INTERVAL
  - 205-13 EXISTING TAX MAP AND LOT NUMBER
  - EXISTING BUILDING
  - POTENTIAL 4,000 S.F. SEPTIC AREA
  - EXISTING TREE LINE
  - EXISTING GRANITE BOUND FOUND
  - EXISTING DRILL HOLE FOUND/SET
  - EXISTING IRON PIPE FOUND
  - EXISTING UTILITY POLE & GUY WIRE
  - EXISTING WELL



REV.	DATE	DESCRIPTION	C/O	DR	CK
D	--	--	--	--	--
C	--	--	--	--	--
B	--	--	--	--	--
A	--	--	--	--	--



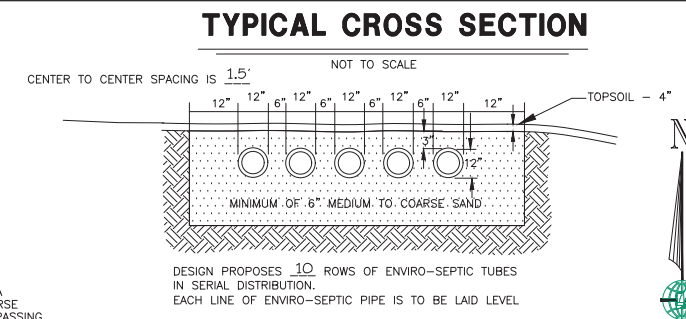
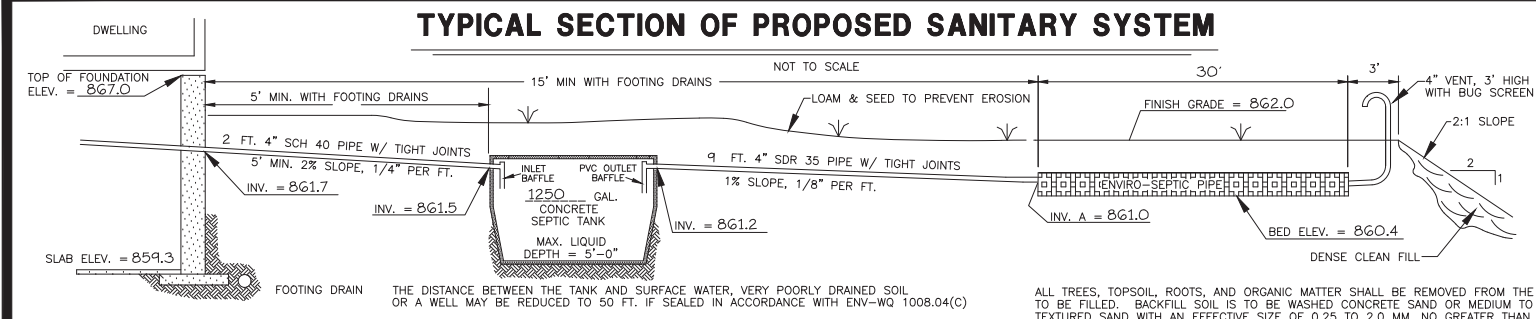
**SURFACE WATER PROTECTION CONDITIONAL USE PERMIT EXHIBIT**  
**PREPARED FOR:**  
**ASHLEY & PETER GREENE**  
 TAX MAP 205 LOT 13  
 186 GUNN ROAD  
 KEENE, NEW HAMPSHIRE  
 SCALE: 1" = 60'      DECEMBER 14, 2023



**MERIDIAN**  
**LAND SERVICES, INC.**  
 ENGINEERING | SURVEYING | PERMITTING  
 SOIL & WETLAND MAPPING | SEPTIC DESIGN  
 31 OLD NASHUA ROAD, AMHERST, NH 03031 TEL. 603-673-1441  
 MERIDIANLANDSERVICES.COM FAX 603-673-1584

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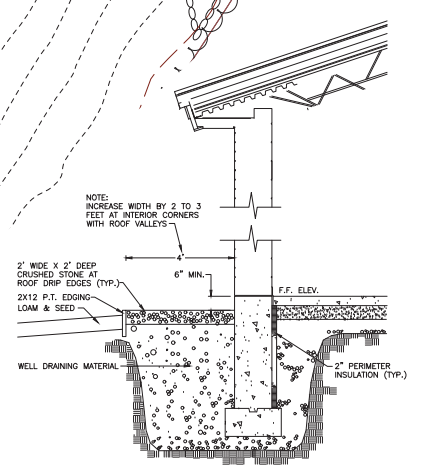
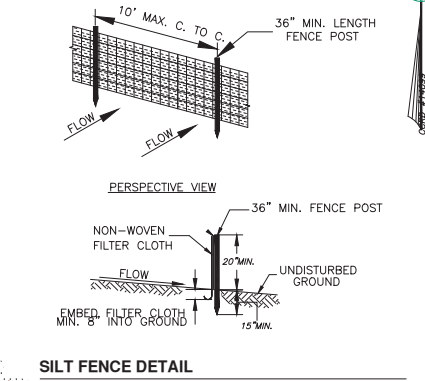
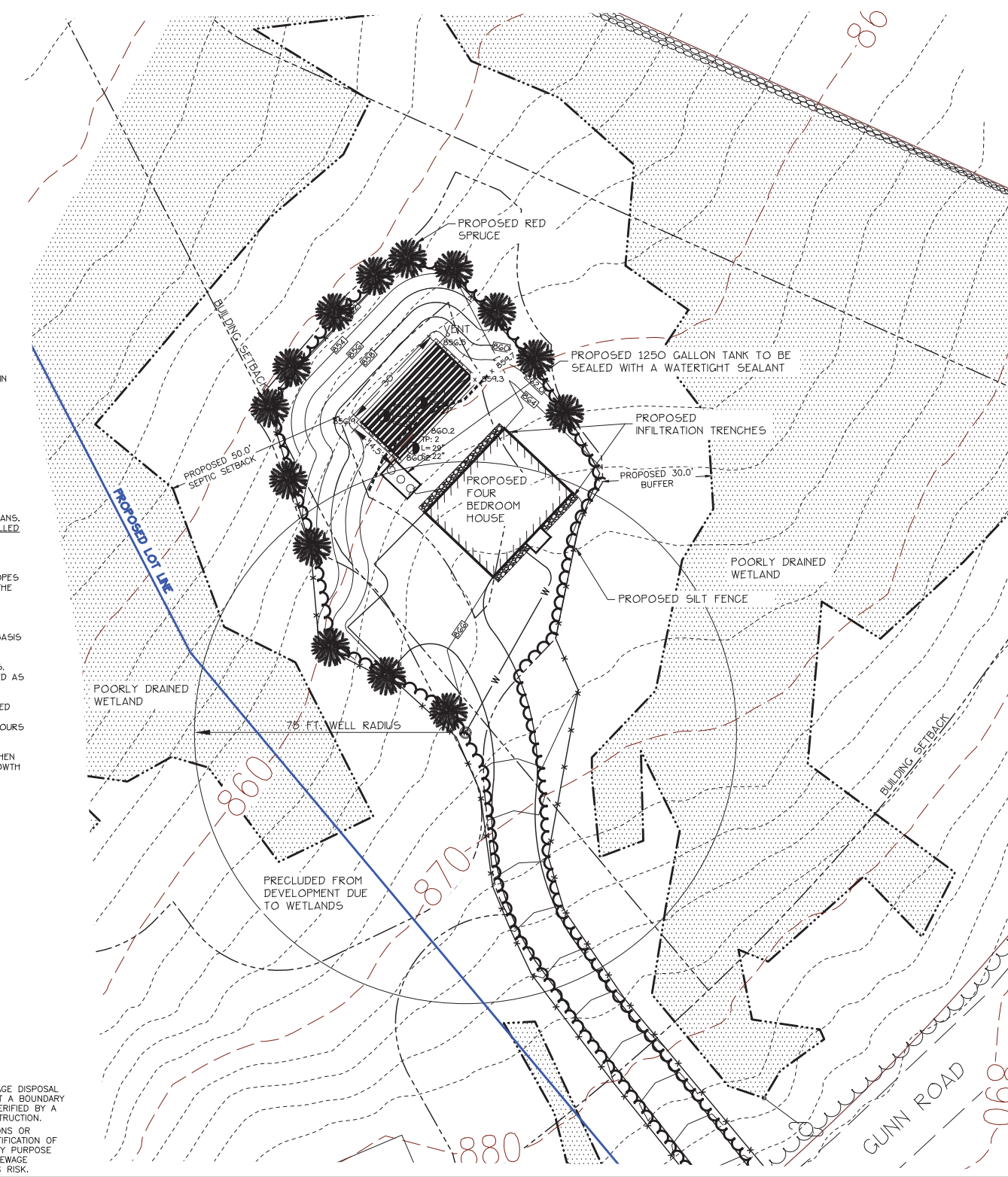
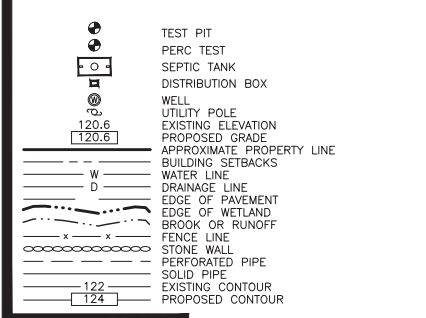
### TEST PIT DATA

NOT TO SCALE

TP 1	10/13/23	TP 2	10/13/23
10YR 3/2 VERY DARK GRAYISH BROWN LOAM	6'	10YR 3/2 VERY DARK GRAYISH BROWN LOAM	3'
10YR 4/4 DARK YELLOWISH BROWN FINE SANDY LOAM GRANULAR VERY FRIABLE	13'	10YR 4/4 DARK YELLOWISH BROWN FINE SANDY LOAM GRANULAR VERY FRIABLE	16'
2.5Y 5/6 LIGHT OLIVE BROWN GRAVELLY SANDY LOAM SUBANGULAR BLOCKY VERY FRIABLE	30'	2.5Y 5/6 LIGHT OLIVE BROWN GRAVELLY SANDY LOAM SUBANGULAR BLOCKY VERY FRIABLE	22'
2.5Y 6/4 LIGHT YELLOWISH BROWN STONY SANDY LOAM MASSIVE FRIABLE	49'	2.5Y 6/4 LIGHT YELLOWISH BROWN STONY SANDY LOAM MASSIVE FRIABLE	29'

- #### EROSION CONTROL NOTES:
- DURING CONSTRUCTION AND THEREAFTER, EROSION CONTROL MEASURES ARE TO BE IMPLEMENTED AS NOTED:
- INSTALLATION OF SILTATION FENCES SHALL BE COMPLETED PRIOR TO THE START OF SITE WORK IN ANY GIVEN AREA. PREFABRICATED SILTATION FENCES SHALL BE INSTALLED ACCORDING TO THE MANUFACTURER'S RECOMMENDATIONS.
  - STRAWBALE BARRIERS AND SILTATION FENCES SHALL BE KEPT CLEAN DURING CONSTRUCTION AND REMOVED WHEN ALL SLOPES HAVE A HEALTHY STAND OF VEGETATIVE COVER. EROSION CONTROL MEASURES SHALL BE INSPECTED ON A WEEKLY BASIS AND AFTER EVERY RAINFALL.
  - EXISTING VEGETATION IS TO REMAIN UNDISTURBED WHEREVER POSSIBLE.
  - THE AREA OF LAND EXPOSED AND THE TIME OF EXPOSURE SHALL BE MINIMIZED. ALL DISTURBED AREAS SHALL BE STABILIZED WITHIN 72 HOURS AFTER FINAL GRADING.
  - ALL DISTURBED AREAS SHALL HAVE A MINIMUM OF 4.5" OF LOAM INSTALLED WITH SOD OR NOT LESS THAN 1.1 POUNDS OF SEED MIX PER 1,000 SQ. FT. SEED MIXTURE SHALL BE:
    - TALL FESCUE - 0.45 LBS.
    - CREeping RED FESCUE - 0.45 LBS.
    - BIRDFOOT TREFOIL - 0.20 LBS.
  - NO FERTILIZER SHALL BE APPLIED TO VEGETATION OR SOILS LOCATED WITHIN 25 FEET OF THE REFERENCE LINE.
  - LIME AND LOW PHOSPHATE SLOW RELEASE FERTILIZER SHALL BE INCORPORATED INTO THE SOIL PRIOR TO OR AT THE TIME OF SEEDING. SEEDING PRACTICES SHALL COMPLY WITH LOCAL USDA NATURAL RESOURCE CONSERVATION SERVICES RECOMMENDATIONS. LOW PHOSPHATE, SLOW RELEASE NITROGEN FERTILIZER TO CONTAIN NO MORE THAN 2% PHOSPHOROUS AND AT MINIMUM 50% SLOW RELEASE NITROGEN COMPONENTS
  - PERMANENT OR TEMPORARY COVER MUST BE IN PLACE BEFORE THE GROWING SEASON ENDS. WHEN SEEDING AREAS ARE MULCHED, PLANTINGS MAY BE MADE FROM EARLY SPRING TO EARLY OCTOBER. WHEN SEEDING AREAS ARE NOT MULCHED, PLANTINGS SHOULD BE MADE FROM EARLY SPRING TO MAY 20 OR FROM AUGUST 15 TO SEPTEMBER 15. NO DISTURBED AREA SHALL BE LEFT EXPOSED DURING WINTER MONTHS.

- #### CONSTRUCTION SEQUENCE NOTES:
- INSTALL SILTATION CONTROL FENCES IN LOCATIONS SHOWN ON PLANS. EROSION AND SEDIMENTATION CONTROL MEASURES SHALL BE INSTALLED PRIOR TO ANY EARTH MOVING OPERATION.
  - CUT AND CLEAR TREES; DISPOSE OF DEBRIS.
  - ROUGH GRADE SITE AND CONSTRUCT DRIVE. ALL CUT AND FILL SLOPES SHALL BE STABILIZED UPON COMPLETION OF ROUGH GRADING PER THE EROSION CONTROL NOTES.
  - CONSTRUCT DWELLING, SEPTIC SYSTEM AND WELL.
  - INSPECT AND MAINTAIN EROSION CONTROL MEASURES ON A DAILY BASIS AND AFTER ANY STORMS.
  - DAILY, OR AS REQUIRED, CONSTRUCT TEMPORARY BERMS, CULVERTS, DITCHES, SILTATION FENCES, SEDIMENT TRAPS, ETC. MULCH AND SEED AS REQUIRED.
  - FINISH GRADING TO PREPARE FOR PAVING, LOAMING AND SEEDING. RED SPRUCES ARE TO BE PLANTED ALONG THE WETLAND BUFFER AS DEPICTED. ALL DISTURBED AREAS SHALL BE STABILIZED WITHIN 72 HOURS AFTER FINAL GRADING.
  - TEMPORARY EROSION CONTROL MEASURES SHALL BE REMOVED WHEN ALL DISTURBED AREAS HAVE BEEN STABILIZED WITH A HEALTHY GROWTH OF VEGETATION.



ROOTS	15'	ROOTS	16'
LEDGE	49'	LEDGE	29'
WATER	NONE	WATER	NONE
S.H.W.T.	27'	S.H.W.T.	22'
HARDPAN	NONE	HARDPAN	NONE
PERC. TEST	10 MIN./IN. AT 26"	PERC. TEST	MIN./IN. AT "
DATE	10/13/23	DATE	

SOIL DATA: 79C: PERU FINE SANDY LOAM, 8 TO 15% SLOPES, VERY STONY

DESIGN DATA: 4 BEDROOMS AT 10 MIN. IN. REQUIRES 280 LIN FT.

PROPOSED ARE 10 ROWS OF 30 LIN. FT. EACH OR 300 LIN FT. TOTAL

DESIGN INTENT: DUE TO SHWT AT 22" THE BOTTOM OF THE EFFLUENT DISPOSAL SYSTEM (EDS) SHALL BE CONSTRUCTED AT 860.4 ELEVATION. THIS IS APPROXIMATELY 0.2' ABOVE ORIGINAL GROUND ON THE HIGH CONTOUR OF THE EFFLUENT DISPOSAL SYSTEM (EDS).

LEACHFIELD IS TO BE REBUILT IN PLACE IF REPLACEMENT BECOMES NECESSARY.

WETLANDS HAVE BEEN DELINEATED IN ACCORDANCE WITH ENV-WQ 1014.06 BY JASON C. BOLDUC.

50% OR MORE OF THE LEACHFIELD IS BEYOND ELEV. 859.7 AND WILL MAINTAIN 2.5 FT. OR GREATER TO THE SEASONAL HIGH WATER TABLE

#### PLANTINGS

SYMBOL	COMMON NAME	SCIENTIFIC NAME	NUMBER	SIZE
	RED SPRUCE	PICEA RUBENS	14	3'-4'

TREES TO BE PLANTED AT LEAST 10 FEET APART.

POTENTIAL SEWAGE DISPOSAL SYSTEM EXHIBIT

## LOT 205-13-TBD

### KEENE, NEW HAMPSHIRE

SCALE: 1"=20'

DECEMBER 14, 2023

OWNER: ASHLEY GREENE

186 GUNN ROAD, KEENE, NH 03431

REV. DATE	DESCRIPTION	INIT.



Dec 14, 2023 - 10:59am JCB  
H:\MIS\12274\12274\_00\_0\_DRAWINGS\SURV\12274S00.dwg

THIS PLAN HAS BEEN PREPARED FOR SEWAGE DISPOSAL SYSTEM DESIGN PURPOSES ONLY. IT IS NOT A BOUNDARY SURVEY. LOT LINE LOCATION SHOULD BE VERIFIED BY A LICENSED LAND SURVEYOR PRIOR TO CONSTRUCTION. ANY DISCREPANCIES, CHANGES, SUBSTITUTIONS OR DEVIATIONS FROM THIS PLAN REQUIRES NOTIFICATION OF THE DESIGNER. USE OF THIS PLAN FOR ANY PURPOSE OTHER THAN THE CONSTRUCTION OF THE SEWAGE DISPOSAL SYSTEM SHALL BE AT THE USER'S RISK.



January 22, 2024

**TO:** Planning Board  
**FROM:** Mari Brunner, Senior Planner  
**SUBJECT:** Update on Administrative Planning Project Approvals for 2023

The following projects were reviewed administratively by Planning Staff during 2023:

1. **SPR-207, Modification #1 – Keene Affordable Housing Site Modifications – 657 Marlboro Rd:** Applicant Stevens & Associates, on behalf of owner Monadnock Affordable Housing Corp., proposes to modify the grading and drainage patterns on the property at 657 Marlboro Rd (TMP #241-112-000). The parcel is 0.23 ac in size and is located in the Commerce District.
2. **SPR-878, Modification #2 – Volkswagen Rooftop Solar Array – 18 Production Ave:** Applicant Solar Strategies, on behalf of owner 18 Production Ave LLC, proposes to install a rooftop solar array on the Volkswagen dealership building at 18 Production Ave (TMP #110-004-000). The property is 2.14 ac and is located in the Industrial District.
3. **SPR-03-23 – Mini-Split Installation – 104 High St:** Applicant Rightquick HVACR LLC, on behalf of owner JC&C Rentals LLC, proposes to install five mini-splits on the property at 104 High St (TMP #549-095-000). The parcel is 0.2 ac and is located in the High Density District.
4. **SPR-04-15, Modification #2 – Golf Simulator Space – 3 Krif Ct:** Applicant and owner Wizoshan LLC proposes to create a golf simulator space that will occupy ~2,000 sf of the existing ~22,000 sf Tree-Free Greetings building located at 3 Krif Ct (TMP #118-003-000). The parcel is 2.03 ac and is located in the Industrial District.
5. **SPR-742, Modification #1 – Burrell Housing Inn Carriage House Conversion – 112 Washington St:** Applicant and owner 112 Washington LLC proposes to convert the existing carriage house on the Burrell House Inn property at 112 Washington St (TMP #554-085-000) into a single-family home. The property is 0.27 ac and is located in the Downtown Transition District.
6. **SPR-12-18, Modification #1 – Restaurant & Night Club – 160 Emerald St:** Applicant Podunk Productions LLC, on behalf of owner Toby Tousley, proposes to convert ~7,000 sf of the existing 95,656 sf building at 160 Emerald St (TMP #583-034-000) into a night club/restaurant. The site is 3.11 ac and is located in the Downtown Growth District.



7. **SPR-972, Modification #10 – Former Colony Mill Casino Building & Site Modifications – 210-222 West St:** Applicant and owner Brady Sullivan Keene Properties LLC proposes exterior building and site modifications to the former casino building located on their site at 210-222 West St (TMP #576-009-000). The parcel is 6.49 ac and is located in the Commerce District.
8. **SPR-04-21, Modification #2 – Hundred Nights Rooftop Solar Array – 122 Water St:** Applicant ReVision Energy, on behalf of owner Hundred Nights Foundation Inc., proposes to install a rooftop solar array on the Hundred Nights Shelter building at 122 Water St (TMP #585-027-000). The parcel is 0.62 ac and is located in the Downtown Growth District.
9. **SPR-01-18, Modification #2 – Lehen Industrial Services – 809 Court St:** Applicant Lehen Industries, on behalf of owner Hillsborough Capital LLC, proposes a change of use from an athletic center to a light industrial manufacturing use in the building at 809 Court St (TMP #219-005-000). The parcel is 1.81 ac and is located in the Commerce District.
10. **SPR-794, Modification #5 – MFS Parking Lot & Entry Drive Modifications – 40 Avon St:** Applicant David Bergeron, on behalf of owner Monadnock Community Service Center Inc., proposes modifications to the western parking area and northern drive aisle on the Monadnock Family Services property at 40 Avon St (TMP #577-041-000). The site is 5.69 ac and is located in the Commerce District.
11. **SPR-905, Modification #5 – Cedarcrest Pavilion – 91 Maple Ave:** Applicant and owner Cedarcrest Inc., proposes to construct a 24'x36' pavilion on the southeastern portion of their property located at 95 Maple Ave (TMP #227-018-000). The parcel is 5 ac and is located in the Low Density District.
12. **SPR-07-23 – Rooftop Solar Array – 56 Dunbar St #D:** Applicant and owner the Monadnock Community Market Cooperative Inc. proposes to install a rooftop solar array on the building at 56 Dunbar St #D (TMP #574-041-000-00D). The parcel is 0.13 ac and is located in the Downtown Core District.
13. **SPR-08-23 – Rooftop Solar Array – 126 Eastern Ave:** Applicant Sunergy Solutions LLC, on behalf of owners Terry & Frederica Bishop, proposes to install a rooftop solar array on the property at 126 Eastern Ave (TMP #588-031-000). The parcel is 0.95 ac and is located in the Low Density District.
14. **SPR-897, Modification #2 – U-Haul Covered Entry Staircases – 942 Winchester St:** Applicant U-Haul of New Hampshire, on behalf of owner Amerco Real Estate, proposes to construct two covered staircases along the north and east facades of the new U-Haul building located at 472 Winchester St (TMP #115-020-000). The parcel is 7.38 ac and is located in the Industrial District.
15. **SPR-09-23 – Apartment Building Window Removal & Mini-Split Installation – 174-176 Church St:** Applicant and owner 174-176 Church St LP proposes to infill an existing second-story window and install a ground-mounted mini-split along the north portion of the eastern building facade of the apartment located at 174-176 Church St (TMP #574-026-000). The parcel is 0.14 ac and is located in the High Density District.

16. **SPR-01-18, Modification #3 – Lehen Industrial Services Exterior Building Modifications – 809 Court St:** Applicant Lehen Industrial Services Inc., on behalf of owner Lehen Holdings LLC, proposes exterior building modifications on the property at 809 Court St (TMP #219-005-000), including the replacement of all existing windows and the replacement of the existing siding with new white vinyl siding. The property is 1.81 ac and is located in the Commerce District.
17. **SPR-967, Modification #7B – Monadnock Food Co-op EV Chargers – 51 Railroad St #F:** Applicant ReVision Energy, on behalf of owner the Monadnock Community Market Cooperative Inc., proposes to install 3 EV chargers and associated equipment on the Monadnock Food Co-op site at 51 Railroad St #F (TMP #574-041-000-00F) and the railroad condo property at 0 Cypress St (TMP #574-041-000-000). The condo parcel is 5.54 ac and is located in the Downtown Core District.
18. **SPR-870, Modification #2A – Apartment Design & Site Modifications – 310 Marlboro St:** Applicant Lignin Group LLC, on behalf of owner 310 Marlboro St LLC, proposes changes to the approved apartment design and site layout on the property at 310 Marlboro St (TMP #595-001-000) that were approved by the Planning Board in September 2022 as part of the Major Site Plan application, SPR-870 Modification #2. The parcel is 4.25 ac and is located in the Business Growth & Reuse District.
19. **SPR-461, Modification #4 – Autex Mazda Canopy & Exterior Renovations – 94 Key Rd:** Applicant DB Architects LLC, on behalf of owner Grayson Spencer Real Estate LLC, proposes to make exterior building modifications and construct a 40' long by 22' wide canopy along the north facade of the Autex Mazda car dealership on the property at 94 Key Rd (TMP #110-018-000). The parcel is 2 ac and is located in the Commerce District.
20. **SPR-942, Modification #3 – Parking Lot Lighting Modifications – 447 West St:** Applicant Tattersall Electric Co., on behalf of owner Ellis Robertson Corp, proposes to remove sixteen existing light fixtures and install ten new pole lights in the West Street Shopping Center located at 447 West St (TMP #565-018-000). The parcel is 13.2 ac and is located in the Commerce District.
21. **SPR-947, Modification #14 – Stone Arch Village Senior Housing Rooftop Solar Array – 835 Court St:** Applicant and owner Stone Arch Village proposes to install a solar array along the southern portion of the Stone Arch Village Senior Housing building located at 835 Court St (TMP #220-033-000-005-001). The parcel is 1.71 ac and is located in the Commerce District.
22. **SPR-690, Modification #4 – Ash Brook Apartments Rooftop Solar Array – 191-195 Key Rd:** Applicant and owner the Monadnock Affordable Housing Corp proposes to install rooftop solar arrays on the Ash Brook Apartment buildings located at 191-195 Key Rd (TMP #109-007-000). The parcel is 3.13 ac and is located in the Commerce District.



January 22, 2024

**TO:** Planning Board  
**FROM:** Mari Brunner, Senior Planner  
**SUBJECT:** Update on Minor Project Review Committee Approvals for 2023

The following projects were reviewed by the Minor Project Review Committee (MPRC) during 2023.

1. **SPR-06-19, Modification #1 – Site Plan – 20 Manchester St** - Applicant and owner 560 Main Street LLC proposes to lease a portion of the Froling site at 20 Manchester St (TMP #114-012-000) to Phil’s Tree Service for equipment and truck storage, create a second open yard rental space, construct an addition ~3,750 sf in size to an already approved 10,000 sf building, and make minor modifications to the landscaping and parking. The property is 9.88 ac and is located in the Industrial District.
2. **SPR-881, Modification #2 – Site Plan – 342 Winchester St** – Applicant Sampson Architects, on behalf of owner Riverside Improvements LLC, requests an extension to the deadline to satisfy the precedent conditions of approval for the Minor Site Plan application, SPR-881 Modification #2, for the renovation of the eastern tenant space and the construction of an addition ~321 sf in size to the building at 342 Winchester St (TMP #111-004-000-004) for use as a restaurant. The site is 0.68 ac and is located in the Commerce District.
3. **SPR-10-23 – Site Plan – Duplexes, 661 Main St** - Applicant and owner the Wayne E. Brown Jr. Rev. Trust proposes to construct two duplexes that are each ~2,070 sf in size on the property at 661 Main St (TMP #120-056-000). The parcel is 0.70 ac and is located in the Low Density District.



## 2025-2031 Capital Improvement Program Timeline

DATE	TIME	DESCRIPTION	LOCATION
Thursday, January 18, 2024		CIP distributed to City Council & Planning Board	Council Chambers
Saturday, January 20, 2024	8:00 AM-11:00 AM	Saturday Workshop	Heberton Hall
Thursday, January 25, 2024	5:30 PM	FOP Committee CIP review - Admin Services & Community Services	Council Chambers
Thursday, February 8, 2024	5:30 PM	FOP Committee CIP Review - Municipal Development Services	Council Chambers
Thursday, February 22, 2024	5:30 PM	FOP (if needed) CIP Review	Council Chambers
Monday, February 26, 2024	6:30 PM	Planning Board	Council Chambers
Thursday, March 7, 2024	7:00 PM	CIP Public Hearing	Council Chambers
Thursday, March 14, 2024	6:00 PM	FOP Committee CIP recommendation	Council Chambers
Thursday, March 21, 2024	7:00 PM	Council CIP adoption	Council Chambers